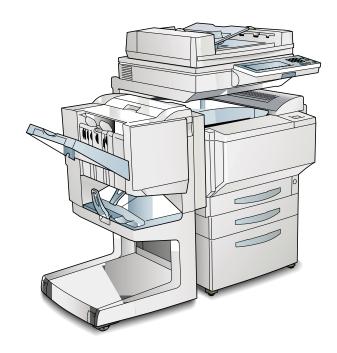
# User Manual CF 2002/CF 3102

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The essentials of imaging







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# 1 Introduction

# 1.1 We Want You to Be a Satisfied Customer

Thank you for choosing a Minolta CF2002/CF3102.

This User Manual will provide you with all the important information you need to be able to put your copier in operation. You will find information on the following topics:

- Precautions
- Available features
- Features and components
- Loading paper and original documents
- Basic Operations
- Replacing Parts and Supplies
- Troubleshooting
- Specifications

Please read this manual carefully before using your copier and keep it handy at all times. Store the manual in the holder on the rear side of the copier.

You will find an advanced version of the User Manual as an online manual in digital format on the CD-ROM that was included in delivery.

There you will find extensive information on the following topics, among others:

- Advanced Operations (Color Adjusting, Editing Images, Scanning Functions)
- Utility Mode Operations (Storing Copy Programs, Viewing Counters, Specifying Default Settings)
- Administrator Mode Operations (Administrator Settings, Supervising Copier Use, Expert Mode Functions)
- Care of the Copier
- Function Combination Table



#### Note

You need the Adobe Acrobat Reader to be able to read the online manual. If you have not installed the Acrobat Reader on your computer, install it from the CD-ROM.

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# 1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.



#### WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

→ Observe all warnings in order to ensure safe use of the copier.



#### CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

→ Observe all cautions in order to ensure safe use of the copier.



#### Note

(\*May also appear as "Important" or "Tip")
Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.

- 1 The number 1 as formatted here indicates the first step of a sequence of actions.
- 2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

An illustration inserted here shows what operations must be performed.

- Text formatted in this style provides additional assistance.
- → Text formatted in this style describes the action that will ensure the desired results are achieved.

# [Copy] key

The names of keys on the control panel are written as shown above.

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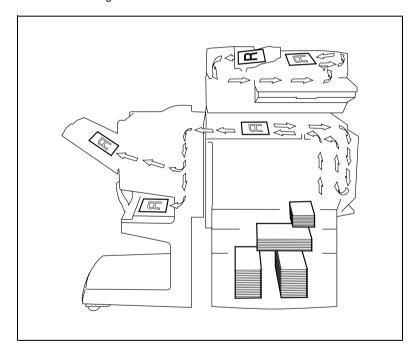
# 1.3 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

# **Paper Feeding**

During printing, paper is supplied from the right side of the copier and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.

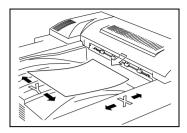
During copying, paper is supplied from the right side of the copier and fed into the copy tray on the top or the output option at the left with the printed surface of the copy facing down. The paper feed direction is shown by the arrows in the diagram below.



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# "Width" and "Length"

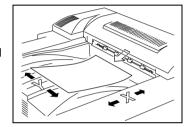
Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X").



## **Paper Orientation**

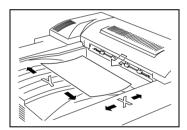
Lengthwise ( □ )

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either "L" or .



Crosswise ( 📮 )

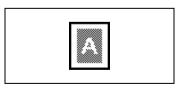
If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either "C" or  $\square$ .



## **Portrait and Landscape**

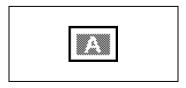
#### Portrait

With the "portrait" orientation, the paper is vertical, like a portrait.



#### Landscape

With the "landscape" orientation, the paper is horizontal, like a landscape.



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# **Display Icons**

The icons shown below are displayed when the corresponding paper is loaded or copy is made.

Overhead projector transparencies

• 🖺 : Envelope

Thick paper 1

Thick paper 2

Thick paper 3

Second side of a double-sided copy on plain paper

Second side of a double-sided copy on thick paper 1

Second side of a double-sided copy on thick paper 2

Second side of a double-sided copy on thick paper 3

# **Paper Supply Icons**

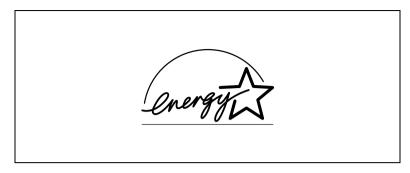
The icons shown below are displayed to indicate the amount of paper that remains.

• 🛓 : The paper is low.

The paper is empty.

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# 1.4 Energy Star<sup>®</sup>



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

# What is an ENERGY STAR® Product?

An ENERGY STAR<sup>®</sup> product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR<sup>®</sup> product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

# 1.5 Trademarks and Registered Trademarks

DiALTA is a registered trademark of Minolta Co., Ltd.

All other product names mentioned are trademarks or registered trademarks of their respective companies

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# 2 Precautions

# 2.1 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

\* Please note that some parts of the contents of this section may not correspond with the purchased product.

# Warning and Precaution Symbols

<b>⚠</b> WARNING:	Ignoring this warning could cause serious injury or even death.
ACAUTION:	Ignoring this caution could cause injury or damage to property.

# Meaning of Symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against possible electrical shock.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A black circle indicates an imperative course of action.



This symbol indicates you must unplug the device.

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# <u>∕</u>Î WARNING



- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



- Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock.
- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.



Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.



Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.



- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
   Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
- Do not use an extension cord. Use of an extension cord could cause a fire
  or electrical shock. Contact your authorized service representative if an
  extension cord is required.



Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or break-down.

Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



- Do not keep using this product, if this product becomes inordinately hot or
  emits smoke, or unusual odor or noise. Immediately turn OFF the power
  switch, unplug the power cord from the power outlet, and then call your
  authorized service representative. If you keep on using it as is, a fire or
  electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.



Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

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# **♠** CAUTION



- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.
- Do not bring any magnetized object near the copier.
- Do not leave a toner unit or drum unit in a place within easy reach of children.

Licking or ingesting any of these things could injure your health.

- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not place this product near curtains, etc. as they may catch fire and burn easily.
- Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock.
- Do not place the product in a dusty place, or a site exposed to high humidity, soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place heavy objects on the original glasse or subject it to shocks.
- Do not open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution! High Temperature!" warning label.



Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.



- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.
- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the operator's manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.
- When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

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#### Precautions for Routine Use



- Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight, high temperature, humidity and extreme dust, as poor image quality and malfunction could result.
- Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.
- Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.
- Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.
- Do not throw or drop a toner unit or PC drum unit as poor image quality could result.
- Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.
- Do not use this product in an environment with a temperature outside the range specified in the operator's manual, as a breakdown or malfunction could result.
- Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.



Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result.



- Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the copier.
- Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.



#### CAUTION

#### Precautions for handling toner:

- Be careful not to spill toner inside the copier or get toner on your clothes or hands.
- → If your hands become soiled with toner, immediately wash them with soap and water.
- → If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

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# CE Marking (Declaration of Conformity) For Users the European Union (EU)

This product complies with the following EU directives: 89/336/EEC, 73/23/EEC and 93/68/EEC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface (Parallel) cable and shielded network (10/100BaseT) cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under 89/336/EEC rules.

## For users in countries subject to Class B regulations

This device must be used with shielded interface (Parallel) cable and shielded network (10/100Base-T) cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

# For users in countries not subject to Class B regulations

#### WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface (Parallel) cable and shielded network (10/100Base-T) cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

# Acoustic noise (For European Users Only)

Machine Noise Regulation 3 GSGV, 18.01.1991: The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

## **LED Radiation Safety**

This product is a copier which operates by means of a LED (light emitting diodes) exposure system. There is no possibility of danger from the LED optical radiation, because the LED optical radiation level does not exceed the accessible radiation limit of class 1 under all conditions of operation, maintenance, service and failure.

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#### Ozone Release



#### CAUTION

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive machine operations.

→ For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.



#### CAUTION

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée.

→ Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

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# 2.2 Installation Requirements

#### **Power Source**

The power source requirements are as follows.

- Voltage fluctuation: Maximum 230 V ±10%
- Frequency fluctuation: Maximum ±0.3%
- Use a power source with as little voltage or frequency fluctuations as possible.

#### Installation Site

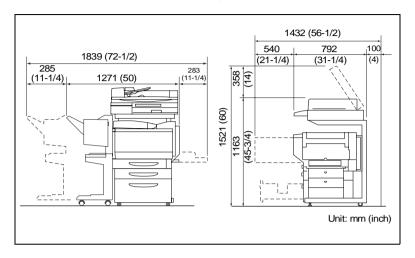
To ensure utmost safety and prevent possible malfunctions, install the copier in a location that meets the following requirements.

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the copier
- A location that is not near any kind of heating devices

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# **Space requirements**

To ensure easy copier operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.





## Note

Be sure to allow a clearance of 100 mm (4 in.) or more at the back of the copier for the ventilation duct.

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# 2.3 Operation Precautions

## **Operating environment**

The environmental requirements for correct operation of the copier are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 10% to 80% with fluctuations of no more than 20% within an hour

#### Proper use

To ensure the optimum performance of the copier, follow the precautions listed below.

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any copier doors or turn off the copier while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the copier.
- Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the copier's power plug is visible and not hidden by the copier.
- ♣ Always unplug the copier from the electrical outlet if the unit is not to be used for a long period of time.
- Always provide good ventilation when making a large number of continuous copies.



#### CAUTION

If the ventilation duct at the top of the copier becomes blocked, the inside of the copier will accumulate heat, resulting in a malfunction or fire.

→ Do not place any objects over the ventilation duct.

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## CAUTION

# The area around the fusing unit is extremely hot.

- → Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.
- → If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

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# Transporting the copier

If you need to transport the copier over a long distance, consult your service representative.

# Care of copier supplies

Use the following precautions when handling the copier supplies (toner cartridge, paper, etc.).

- Store the supplies in a location that meets the following requirements. Free from direct sunlight Away from any heating apparatus Not subjected to high humidity Not extremely dusty
- Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the copier.
- Only use toner that has been manufactured specifically for this copier.
   Never use other types of toner.
- Keep all supplies out of the reach of children.

# Storage of copies

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

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# 2.4 Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

#### <Financial Instruments>

- Personal checks
- Travellers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates.

# <Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

#### <General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

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# 3 Features and Components

# 3.1 Power Switch and Default Settings

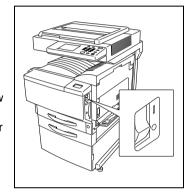
# **Turning the Copier On and Off**

# To turn the copier on

→ Set the power switch to "I".

When the copier is turned on, the indicator on the [Start] key lights up in orange. A screen indicating that the machine is starting up appears.

After a few seconds, the message "Now warming-up. Ready to scan." appears on the touch panel. When the indicator on the [Start] key lights up in green, a job can be queued.



# To turn the copier off

- 1 Touch [Job Log] to check that no jobs are queued.
- 2 If any copies or printouts remain in the output tray, remove them.
- 3 Set the power switch to "O".

The following are cleared.

- Settings that are not programmed, such as the number of copies
- Data scanned using the "Scan to Memory" function
- Jobs queued to be printed
- Jobs saved with the "Memory Recall" function

Stored zoom ratios, programmed Copy mode settings, Utility mode settings and UserBox settings are not erased.

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# Note

Do not turn off the copier while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the copier while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted. Do not turn off the copier while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

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## **Default Settings**

The settings selected when the copier is turned on (when the power switch is set to "I") are called the default settings.

The default settings serve as a reference for all settings that are to be made.

Number of copies: 1

Color: Auto Color

Finishing: Non-Sort

• Zoom: 1.000 (Full Size)

Paper: Auto Paper

Mixed Orig Detection: Off

Copy 1 Set: Off

Original: Single-sided

Copy: Single-sided

Original Direction: None specified

Margin: None

Thick Original: Off

Photo/Density: Text&PhotoBackground density: Standard

Density: StandardGlossy Mode: Off

Auxiliary functions: All offColor Image Adjust: Standard

Creation: All off



## Tip

The language of the displays in the touch panel can be changed using the "Language Selected" function on the Admin. Mode: Admin. set screen. For more details, refer to the advanced version of the User manual on the CD-ROM.

The default settings that the copier resets all functions to can be specified using the Utility mode. For more details, refer to the advanced version of the User manual on the CD-ROM.

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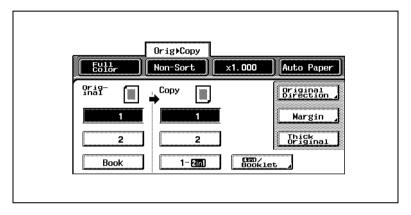
# 3.2 Available Features

The main functions available with this machine are described below.

For detailed information refer to the Advanced User Manual on the CD.

# Original > Copy

Touch [Orig▶Copy]
 The Original▶Copy screen appears.



2 Select the desired Original ▶ Copy setting.

# Orig ▶ Copy Settings

- Single-sided originals
   Select this setting to copy single-sided documents.
- Double-sided originals
   Select this setting to copy double-sided documents.
- Single-sided copies
   Select this setting to make single-sided copies.





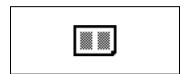


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- Automatic double-sided copies
   The duplex unit is used to make double-sided copies.
- Manual double-sided copies
   Feed a single-sided copy through
   the manual bypass tray or load it
   into the 1st drawer to make a
   double-sided copy without using the
   duplex unit.



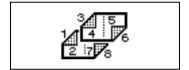
 Single-sided 2in1 copies
 Select this setting to reduce two document pages to fit one singlesided copy page.



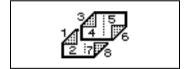
 Double-sided 2in1 copies
 Select this setting to reduce four document pages to fit one doublesided copy page.



Booklet copies
 Select this setting to make reduced
 double-sided copies that are laid out
 to form a booklet.



 Bound booklet copies
 Select this setting to make bound booklets from the copies.



 Single-sided 4in1 copies
 Select this setting to reduce four document pages to fit one singlesided copy page.

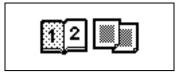


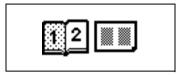
Double-sided 4in1 copies
 Select this setting to reduce eight document pages to fit one double-sided copy page.

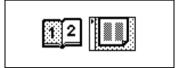


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- Book separation copies
   Select this setting to make a single-sided copy of each of the two pages of an open book.
- Book spread copies
   Select this setting to make a single-sided copy containing two pages side-by-side from the two pages of an open book.
- Book-margin-erasing Select this setting to erase the area along the binding and around the text from the copy.









#### Note

The double-sided original setting is only available if the optional duplexing document feeder is installed.

The double-sided copy settings are only available if the optional duplex unit is installed.

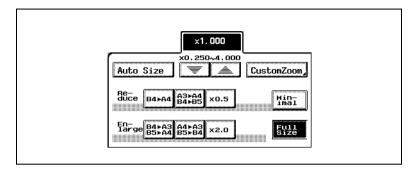
Booklet-binding is only available if both the optional finisher FN-8 and the duplex unit are installed.

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#### Zoom

# 1 Touch [Zoom]

A screen appears showing the available Zoom settings.



2 Select the desired Zoom setting.

# **Zoom Settings**

Auto Size

This setting automatically selects the most appropriate zoom ratio based on the size of the document loaded and the specified paper size.

- Full Size
  - This setting makes a copy that is the same size as the document  $(\times 1.000)$ .
- Enlarged copies
   Zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.
- O Example 1:
  - An A4-size document can be copied onto the larger A3-size paper.
- Example 2:
   An A4-size document can be copied onto the larger B4-size paper.
- Reduced copies
   Zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.
- O Example 1:
  - An A3-size document can be copied onto the smaller A4-size paper.
- Example 2:
   A B4-size document can be copied onto the smaller A4-size paper.

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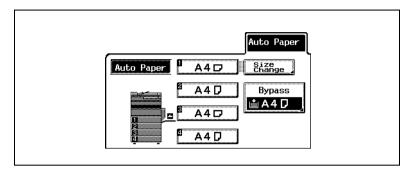
- Minimal This setting slightly reduces the copy (x0.930).
- Selecting the "Minimal" setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
- Zoom copies
   Any zoom ratio (between ×0.250 and ×4.000) can be specified.
- Touch and to specify the desired zoom ratio.
- "CustomZoom" setting Any zoom ratio (between ×0.250 and ×4.000) can be specified.
- O Use the keypad to enter the desired zoom ratio.
- In addition, up to two zoom ratios specified using the keypad can be stored for later use.
- "X/Y Zoom" function
   The copy size can be changed by specifying different scaling proportions (between ×0.250 and ×4.000) for the vertical and the horizontal dimensions.

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## **Paper**

1 Touch [Paper]

A screen appears showing the available Paper settings.



2 Select the desired Paper setting.

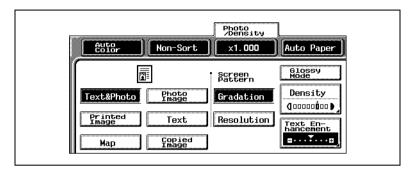
# Paper Settings

- "Auto Paper" setting
   This setting automatically selects the most appropriate paper size based on the size of the document loaded and the specified zoom ratio.
- Manual paper selection
   The tray or drawer containing the appropriate paper that you wish to use can be selected.
- "Bypass" setting Copies can be made onto the paper loaded into the manual bypass tray.

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# Photo/Density

1 Touch [Photo/Density]
The Photo/Density screen appears.



2 Select the desired Photo/Density settings.

# Photo/Density Settings

- "Text&Photo" setting
   Select this setting when copying
   documents containing both text and
   images.
- "Photo Image" setting Select this setting when copying photographs (documents) printed on photographic paper.
- "Printed Image" setting
   Select this setting when copying
   printed documents, such as
   pamphlets or catalogs.
- "Text" setting Select this setting when copying documents containing only text.









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- "Dot Matrix Original" parameter ("Text" setting)
   Select this setting when copying documents consisting only of text that appears faint (such as that written with a pencil).
- "Map" setting
   Select this setting when copying
   documents with a background color
   or documents containing pencil
   markings or fine colored lines.



"Copied Image" setting
 Select this setting when copying
 images (documents) printed with
 this copier.



- "Density" setting
  - "Background" parameter ("Density" function):

This parameter can be used to adjust the density of the background color for documents with a background color.

"Density" parameter ("Density" function):

This parameter can be used to adjust the density of the copy.

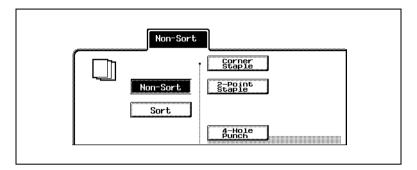
- "Text Enhancement" setting Specify the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs (text with a background).
- "Glossy Mode Setting"
   Select this setting when copying glossy images.
- "Screen Pattern" setting
   These settings reduce moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.
- Moire patterns: Repeating pattern that occasionally appears when images containing a repeating pattern or lines are copied

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#### **Finishing**

1 Touch [Finishing]

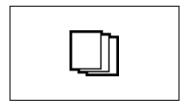
A screen appears, showing the available Finishing settings.



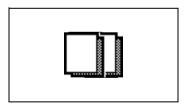
2 Select the desired Finishing settings.

#### Finishing Settings

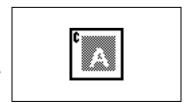
 "Non-Sort" setting Copies are fed out as they are printed.



"Sort" setting
 Copies are automatically divided
 into the specified number of sets
 with each set containing a copy of
 each page.



Stapling
 Copies are stapled together before
 they are fed out.
 Stapling is only available if the
 optional finisher (FN-8 or FN-116) is
 installed.



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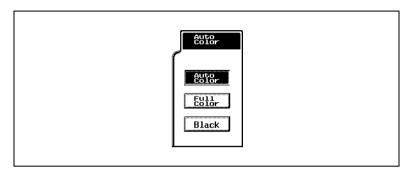
Hole-punching
 Holes are punched in copies before
 they are fed out. Hole-punching is
 only available if the punch kit (PK-4)
 is installed in the optional finisher
 (FN-8).



#### Color

1 Touch [Color]

A screen appears, showing the specified Color setting.



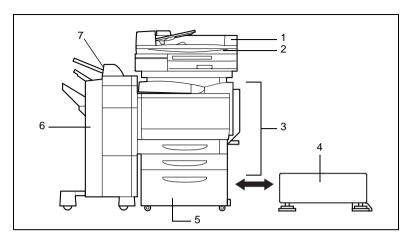
2 Select the desired Color settings.

#### **Color Settings**

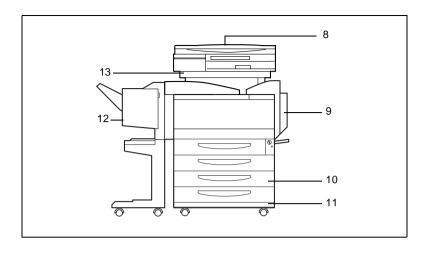
- "Auto Color" setting
  With this setting, the type of document (color or black and white) being
  copied is detected and the appropriate Color setting ("Full Color" or
  "Black") is automatically selected.
- "Full Color" setting
  With this setting, copies are produced in full color, regardless of the
  document type.
- "Black" setting
  With this setting, copies are produced in black and white, regardless
  of the document type. If this setting is selected, even a color document
  will be copied in black and white.

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# 3.3 Components and Their Functions



No.	Part Name	Description
1	Duplexing Document Feeder AFR-18 (optional)	Automatically feeds and scans one document sheet at a time, and automatically turns over double-sided documents and scans them Referred to as the duplexing document feeder throughout the manual
2	Scanner SC-1	Scans the document Referred to as the <b>scanner</b> throughout the manual; in addition, the combination of the scanner and the printer is referred to as the <b>copier</b> .
3	Copier printer section	Prints the image scanned with the scanner Referred to as the <b>printer</b> throughout the manual; in addition, the combination of the scanner and the printer is referred to as the <b>copier</b> .
4	Copy Desk CD-2M (optional)	The printer can be set up on the copy desk. By setting up the printer on the copy desk, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the <b>copy desk</b> throughout the manual
5	Large Capacity Cabinet PF-121 (optional)	Equipped with a paper drawer that can supply 2,500 sheets of paper Referred to as the large capacity cabinet throughout the manual
6	Finisher FN-116 (optional)	Finishes copies according to the selected Finishing setting (sorting or stapling), then feeds out the pages  If the finisher is installed, the printer must be installed on the copy desk, on the large capacity cabinet or over a paper feed unit combined with the copy table.
7	Option Tray JS-100 (optional)	If finisher FN-116 is installed, the number of paper output trays can be increased.



No.	Part Name	Description
8	Original Cover OC-2 (optional)	Presses down on the loaded document to keep it in place Referred to as the <b>original cover</b> throughout the manual
9	Duplex Unit AD-14 (optional)	Turns over copies, allowing double-sided copies to be made automatically.  If a printer controller (CN3102Pro or CN3102e) and the duplex unit are installed on the CF3102, the memory must be expanded. If the optional memory is not installed, automatic double-sided copying cannot be performed.  Referred to as the duplex unit throughout the manual
10	Paper Feed Unit PF-118 (optional)	Equipped with a paper drawer that can supply 500 sheets of paper; up to two paper feed units can be installed.  Referred to as the <b>paper feed unit</b> throughout the manual
11	Copy Table CT-2 (optional)	A paper feed unit can be set up on the copy table, and then the printer can be set up on the top. By setting up the printer on the copy table, the printer can be placed on the floor instead of on a desk, keeping the entire surface of the desk free. Referred to as the <b>copy table</b> throughout the manual
12	Finisher FN-8 (optional)	Finishes copies according to the selected Finishing setting (sorting, stapling, hole-punching or booklet binding), then feeds out the pages  The hole-punching function is only available if the optional punch kit (PK-4) is installed onto finisher FN-8. If the finisher is installed, the printer must be installed on the copy desk, on the large capacity cabinet or over a paper feed unit combined with the copy table.

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No.	Part Name	Description
13	Copier Stand CS-2 (optional)	Reduces the installation area required for the equipment if the scanner is installed on the top of the stand and the printer is installed on the inside Referred to as the <b>copier stand</b> throughout the manual
14	Punch KIT PK-4 (optional)*	Allows the hole-punching function to be used if installed onto finisher FN-8
15	Memory M256-2 (optional)*	Increases the memory of the copier to 512 MB (256 MB standard memory + 256 MB expanded memory) By expanding the memory, the number of pages that can be stored in the memory can be increased. (Refer to Supplemental Table 1.)  Referred to as the <b>memory</b> throughout the manual
16	Hard Disk Drive HDD-5 (optional)*	By installing the hard disk, the "Distribution" function can be used. In addition, the number of pages that can be stored in the memory can be increased. (Refer to Supplemental Table 1.)
17	Printer Controller CN3101e (optional)*	Internal printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network  For more details, refer to the manual of the printer controller.
18	Printer Controller CN3102Pro (optional)*	External printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network For more details, refer to the manual of the printer controller.
19	Printer Controller CN3102e (optional)*	Stationary printer controller that allows the copier to be used as both a color printer and a color scanner configured into a computer network For more details, refer to the manual of the printer controller.

<sup>\*</sup> The internal options are not shown.

### Supplemental Table 1

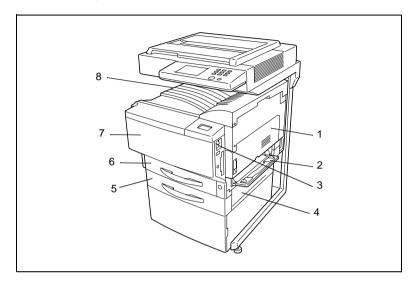
Document Type	Standard Configuration		With Optional Memory Installed		With Optional Memory and the Hard Disk Installed	
	Color	Black & white	Color	Black & white	Color	Black & white
Text only	60 sheets	197 sheets	137 sheets	400 sheets	Maximu 2,000 s	
Text and images	20 sheets	149 sheets	46 sheets	340 sheets		
Photographs						
Maps						

<sup>\*</sup> The number of document pages that can be stored was calculated based on our standard document page. The number of pages that can be stored will vary depending on the document.

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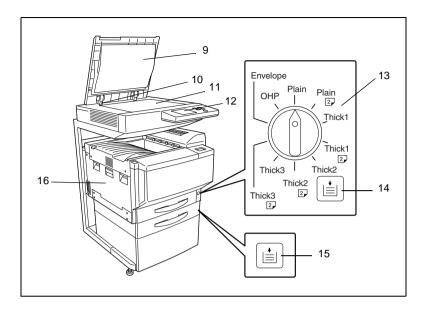
# 3.4 Parts Names and Their Functions

### **Outside of Copier**



\*The original cover, copier stand and copy desk shown installed in the illustration are optional.

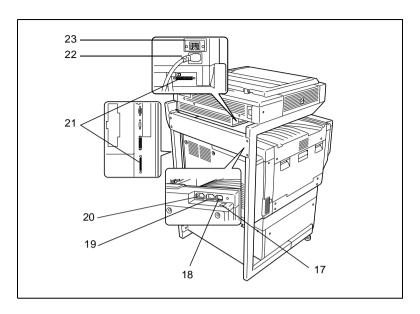
No.	Part Name	Description
1	Right-side door	Opened when clearing misfeeds
2	Manual bypass tray	Used for manual feeding of paper The paper is fed one sheet at a time. Special paper can be loaded. (See page 4-21.)
3	Power switch	Used to turn the copier on and off (See page 3-1.)
4	Lower right-side door	Opened when clearing misfeeds
5	2nd drawer	Holds up to 500 sheets of paper The paper size can be adjusted freely. (See page 4-16.)
6	1st drawer	Holds 250 sheets of paper The paper size can be adjusted freely. Special paper can be loaded. (See page 4-6.)
7	Front door	Opened when replacing a toner cartridge (See page 7-3.)
8	Copy output tray	Collects copies fed out of the copier facing down



\*The original cover, copier stand and copy desk shown installed in the illustration are optional.

No.	Part Name	Description
9	Original Cover (optional)	Presses the document against the original glass
10	Document scale	Used to align the document (See page 5-5)
11	Original glass	When manually feeding the document, place it on the glass so the document can be scanned. Place the document face down on the glass. (See page 5-10)
12	Control panel	Used to start copying or to make settings (See page 3-31)
13	Media type selection dial	Used to specify the type of paper loaded into the 1st drawer
14	1st drawer Paper-empty indicator	Indicates the amount of paper remaining  • Flashing: Indicates that there is little paper
15	2nd drawer Paper-empty indicator	remaining  Lit: Indicates that the paper is empty Replenish the paper.
16	Left-side door	Opened when servicing the copier

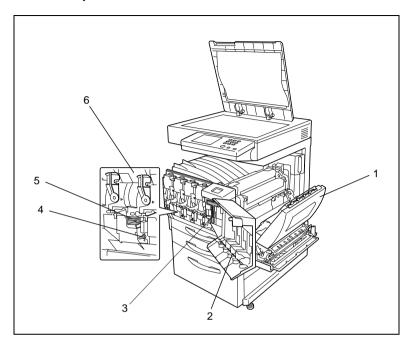
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\*The original cover, copier stand and copy desk shown installed in the illustration are optional.

No.	Part Name	Description
17	Finisher connector	Used for connecting the finisher hookup cord
18	Printer power cord socket	Used for connecting the printer's power cord
19	Scanner power cord outlet	Used for connecting the scanner's power cord
20	Power cord socket for Printer Controller CN3102e	Used for connecting the power cord for printer controller CN3102e
21	Scanner connector	Used for connecting the scanner hookup cord
22	Scanner power cord socket	Used for connecting the scanner's power cord
23	Duplexing Document Feeder conector	Used for connecting the duplexing document feeder hookup cord

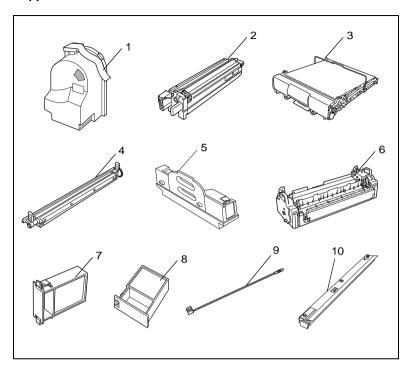
# Inside of Copier



No.	Part Name	Description
1	Upper right-side door	Opened when replacing the fusing unit or clearing misfeeds
2	LED-cleaning tool	Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit
3	Imaging unit removal bracket	Used to remove the imaging unit
4	Charger-cleaning tool	Used to clean the electrostatic charger wire, for example, when incorrect copies are produced
5	Imaging unit release lever	Used to install and replace the imaging unit
6	Toner cartridge compartments	Contains a toner cartridge for each color

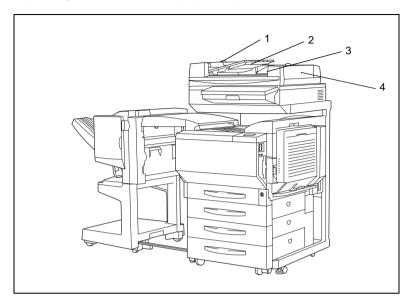
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# Supplies and Parts



No.	Part Name	Description
1	Toner Cartridge	There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (BK). The combination of the four toners generates full-color images.
2	Imaging Unit	Generates the copied image
3	Image transfer belt unit	Layers onto the image transfer belt each of the single colors of the image generated by the imaging unit in order to create a full-color image
4	Image transfer roller unit	Transfers onto the paper a full-color image generated by the image transfer belt unit
5	Waste-toner bottle	Collects waste toner
6	Fusing unit	Fuses the transferred toner to the paper
7	Ozone filter	Collects the ozone generated in the copier
8	Filter	Collects the toner dust generated in the copier
9	LED-cleaning tool	Used to clean the surface of the LED unit, for example, when replacing the image transfer belt unit
10	Dust remover	Collects the dust generated in the copier

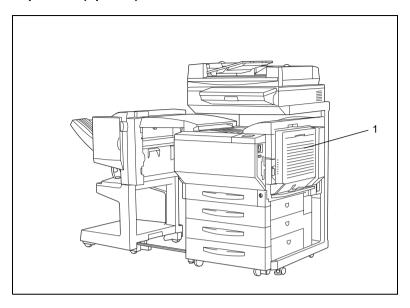
# **Duplexing Document Feeder (Optional)**



No.	Part Name	Description
1	Adjustable document guide	Adjust to the width of the document. (See page 5-5)
2	Document feed tray	Load the documents to be copied face up. (See page 5-5)
3	Document output tray	Collects documents that have been copied
4	Misfeed-clearing cover	Opened when clearing a misfed document

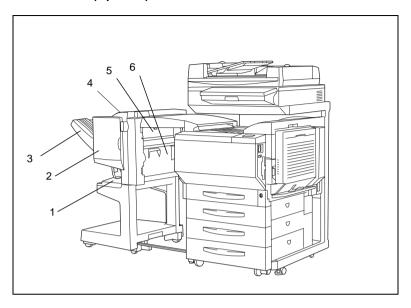
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# **Duplex Unit (Optional)**



No.	Part Name	Description
1	Duplex unit door	Opened when clearing a paper misfeed within the duplex unit

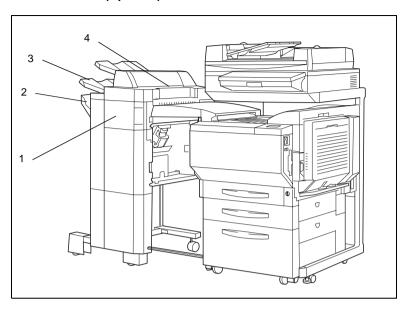
# Finisher FN-8 (Optional)



No.	Part Name	Description
1	Lower paper output tray (bound paper tray)	Collects copies made with booklet binding
2	Front door	Opened when replacing the staple cartridge
3	Paper output tray (elevated tray)	Collect copies
4	Upper door	Opened when clearing a paper misfeed within the finisher
5	Paper guide	Opened when clearing a paper misfeed within the finisher
6	Transport guide	Opened when clearing a paper misfeed within the finisher

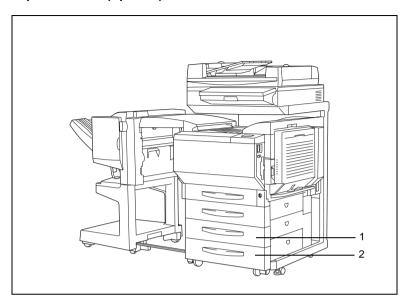
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# Finisher FN-116 (Optional)



No.	Part Name	Description
1	Front door FN-4	Opened when clearing a paper misfeed within the finisher
2	Secondary paper output tray (sorted copies)	Collects copies that are sorted
3	Primary paper output tray (non-sorted copies)	Collects copies that are not sorted (made with the "Non-Sort" setting)
4	Upper cover	Opened when clearing a paper misfeed within the finisher

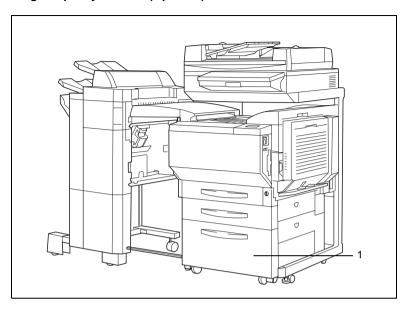
# Paper Feed Unit (Optional)



No.	Part Name	Description			
1	3rd drawer	Holds up to 500 sheets of paper			
2	4th drawer	As many as two units can be installed. The paper size can be adjusted freely.			

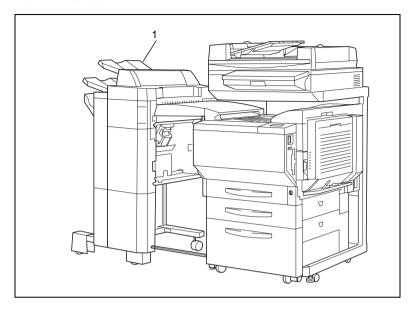
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# **Large-Capacity Cabinet (Optional)**



No.	Part Name	Description
1	3rd drawer	Holds up to 2,500 sheets of paper (See page 4-18)

# **Option Tray (Optional)**

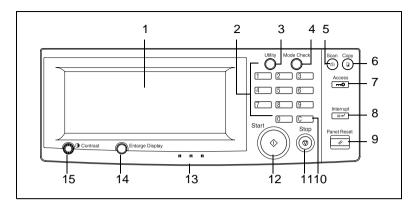


No.	Part Name	Description
1	Option Tray (optional)	Collects copies

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# 3

# 3.5 Names of Control Panel Parts and Their Functions



No.	Part Name	Description
1	Touch panel	Displays various screens and messages See p. 3-33.
2	Keypad	<ul> <li>Use to type in the number of copies to be made.</li> <li>Use to type in the zoom ratio.</li> <li>Use to type in the various settings.</li> </ul>
3	[Utility] key	Press to display the Utility screen. Input Meter Count User's Choice 1 & 2 Copy Program Recall Unit life indicator Admin. Mode
4	[Mode Check] key	Press to display the specified settings in Copy mode. Press to display the specified transmission settings in Scan mode.
5	[Scan] key	Press to use this machine as a color scanner. When the [Scan] key is pressed, the key indicator lights up in green to indicate that the machine is in Scan mode. Scan mode is only available if the optional printer controller is installed. If the printer controller is not installed, scanning cannot be performed.
6	[Copy] key	Press to use this machine as a copier.  When the [Copy] key is pressed, the key indicator lights up in green to indicate that the machine is in Copy mode.  *Copy mode is selected as a default.
7	[Access] key	Press to enter an access code. If no access codes have been set, nothing happens when this key is pressed.

No.	Part Name	Description
8	[Interrupt] key	Press to enter Interrupt mode.  When the [Interrupt] key is pressed, the key indicator lights up in green to indicate that the machine is in Interrupt mode. In addition, the message "Now in the Interrupt mode" appears on the touch panel.  To cancel Interrupt mode, press the [Interrupt] key again.
9	[Panel Reset] key	Press to reset all copy modes and functions to their default settings. (All selected settings* are canceled.) The current job is canceled. *Stored zoom ratios, stored job settings, and interrupted or delayed jobs are not canceled.
10	[C] (clear) key	Press to reset the number of copies to "1". Press to erase a setting, such as the zoom ratio or size, selected using the keypad. The scanned image is erased.
11	[Stop] key	<ul><li>Press to stop a copy operation.</li><li>Scanning of a document is stopped.</li></ul>
12	[Start] key	Press to start a job. If this key is pressed during a continuous copy operation, scanning for the job begins. (Queued copy - for details refer to the Advanced User Manual on the CD). Press to continue an interrupted copy job. If this key is pressed while the copier is warming up, scanning for the job begins. (Queued copy for details refer to the Advanced User Manual on the CD). The key indicator lights up in green to indicate that jobs can be queued. The key indicator lights up in orange to indicate that no jobs can be queued.
13	Control panel release lever	Use when adjusting the angle of the control panel.  Pull the release lever, and then push down on the control panel to adjust its angle.
14	[Enlarge Display] key	Press to display the touch panel screens enlarged. In the Enlarge Display mode, the controls for frequently used functions are enlarged, making them easier to read. (See Advanced information on CD-R)
15	Contrast-adjusting dial	Use to adjust the contrast of the touch panel.

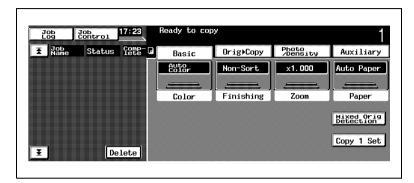
<sup>\*</sup> Job: Any set of consecutive operations, such as those for making copies, scans or computer printouts

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### 3.6 Using the Touch Panel

#### **Description of the Touch Panel**

When the copier is turned on (when the power switch is set to "I"), the screen shown below appears in the touch panel.



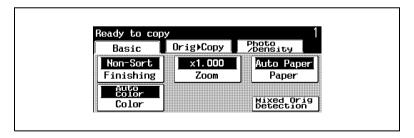
This screen is the Basic screen.

It shows, with messages and graphics, the currently selected settings, the settings that are available, and the copier status.

#### **Enlarged Display Mode**

Press the [Enlarge Display] key in the control panel.

The screen appears as shown below.

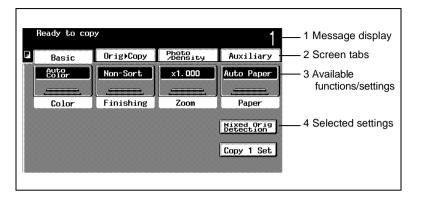


Press the [Enlarge Display] key again to return the screen to the standardsized screen.

For more information see the Advanced information on CD-R.

### Structure of the Display

Settings screen



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No.	Part Name	Description
1	Message display	The current copier status, operating instructions, warnings/ precautions, and other data including the number of copies selected are displayed here.
2	Screen tabs	Each screen contains functions that can be specified. Touch a tab to display the corresponding screen. *The Basic screen is displayed as a default.
3	Available functions/ settings	Selecting a screen displays various functions that can be specified. Select a different function to display the corresponding settings.
4	Selected settings	The current settings are shown by messages and graphics.
5	Job display	Jobs* currently being performed or waiting to be performed are displayed (if printer controller CN3101e is installed).  The current sending/receiving status is shown by an icon (if printer controller CN3102Pro/CN3102e is installed).  Touch [Job Log] or [Job Control] to display either the Job Log or the Job Control screen. To return to the Basic screen, touch [Basic] in either the Job Log or the Job Control screen.
6	Job Log screen	Post   100   17:05   Basic   Create job nane.

<sup>\*</sup> Job: Any set of consecutive operations, such as those for making copies, scans, or computer printouts, etc.

### **Operating the Touch Panel**

To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.



#### CAUTION

### Be careful not to damage the touch panel.

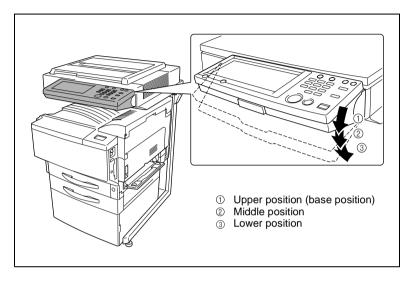
→ Never push down on the touch panel with force, and never press it using a hard or pointed object.

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### 3.7 Adjusting the Angle of the Control Panel

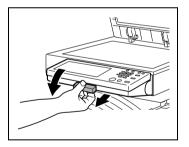
The control panel can be adjusted to any of three angles.

Adjust the control panel to the angle that allows for easy operation.

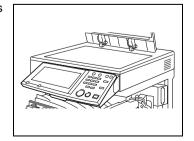


#### To adjust the angle of the control panel

 Pull the control panel release lever toward you, and then push down on the control panel.

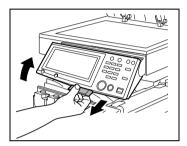


2 The angle of the control panel stops at the middle position.



- 3 To adjust the control panel to an even steeper angle, pull the control panel release lever toward you, and then push down on the control panel.
- 4 The angle of the control panel stops at the lower position.

5 To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



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# 4 Loading Paper

# 4.1 Paper Specifications

Use paper that meets the following specifications.

### **Paper Types**

Paper Type Weight (g/m²)	Plain Paper	Thick Paper 1	Thick Paper 2	Thick Paper 3
Paper Source, Etc.	64 g/m <sup>2</sup> to 90 g/m <sup>2</sup>	91 g/m <sup>2</sup> to 150 g/m <sup>2</sup>	151 g/m <sup>2</sup> to 209 g/m <sup>2</sup>	210 g/m <sup>2</sup> to 256 g/m <sup>2</sup>
Manual bypass tray	0	0	0	0
1st drawer	0	0	0	0
2nd drawer	0	_	_	_
Paper feed unit*1	0	_	_	_
Large capacity cabinet*1	0	_	_	_
Double-sided copies*2	0	_	_	_
Finished copies*3	0	_	_	_

Paper Type Paper Source, Etc.	Overhead Projector Transpa- rencies C	Postcards	Envelopes	Label Sheets
Manual bypass tray	0	0	0	0
1st drawer	0	0	0	0
2nd drawer	_	_	_	_
Paper feed unit*1	_	_	_	_
Large capacity cabinet*1	_	_	_	_
Double-sided copies*2	_	_	_	_
Finished copies*3	_	_	_	_

<sup>\* 1:</sup> The paper feed unit and large capacity cabinet are optional.

<sup>2:</sup> If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.

<sup>3:</sup> If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

### **Paper Sizes**

#### Non-standard paper:

Paper Source	Paper Width	Paper Length
Manual bypass tray	90 mm to 311 mm	140 mm to 457 mm
1st drawer		
2nd drawer	_	_
Paper feed unit <sup>*1</sup>		
Large capacity cabinet*1	_	_

#### Standard paper:

Paper Size	A3	A3 L	B4 L	A4 L	A4 C	B5 L	B5 C
Paper Source, Etc.	Wide L	7.0 -		7=	71.0		
Manual bypass tray	0	0	0	0	0	0	0
1st drawer	0	0	0	0	0	0	0
2nd drawer	_	0	0	0	0	0	0
Paper feed unit <sup>*1</sup>	_	0	0	0	0	0	0
Large capacity cabinet*1	_	_	_	_	0	_	O*4
Double-sided copies*2	0	0	0	0	0	0	0
Finished copies*3	0	0	0	0	0	0	0

Paper Size Paper Source, Etc.	A5 L	A5 C	B6 L	A6 Card
Manual bypass tray	0	0	0	0
1st drawer	0	0	0	0
2nd drawer	0	0	0	_
Paper feed unit*1	_	_	_	_
Large capacity cabinet*1	_	_	_	_
Double-sided copies*2	_	_	_	_
Finished copies*3	0	0	0	0

<sup>1:</sup> The paper feed unit and large capacity cabinet are optional.

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<sup>2:</sup> If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.

<sup>3:</sup> If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

<sup>4:</sup> The paper size should be changed by your authorized service representative.

### **Paper Capacity**

Paper Type Paper Source, Etc.	Plain Paper	Thick Paper 1	Thick Paper 2	Thick Paper 3
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	250 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	500 sheets	_	_	_
Paper feed unit*1	500 sheets	_	_	_
Large capacity cabinet*1	2,500 sheets	_	_	_

Paper Type Paper Source, Etc.	Overhead Projector Transpa- rencies	Postcards	Envelopes	Label Sheets
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	20 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	_	_	_	_
Paper feed unit <sup>*1</sup>	_	_	_	_
Large capacity cabinet*1	_	_	_	_

<sup>1:</sup> The paper feed unit and large capacity cabinet are optional.
2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.

<sup>3:</sup> If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

<sup>4:</sup> The paper size should be changed by your authorized service representative.

#### Paper Types To Be Avoided

The following types of paper should not be used, otherwise decreased print quality or paper misfeeds may occur.

- Overhead transparencies that have already been fed through the copier (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of various sizes
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

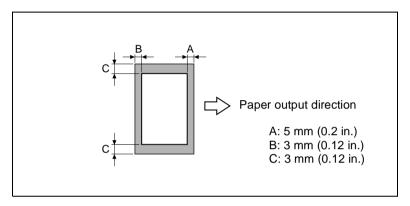
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#### 4.2 Print Area

Any part of the image within the area indicated below is not printed.

- A margin 5 mm (0.2 in.) from the leading edge of the paper (A)
- A margin 3 mm (0.12 in.) from the trailing edge of the paper (B)
- A margin 3 mm (0.12 in.) on both sides of the paper (C).

For details on using the copier to print from a computer when the printer controller is installed, refer to the manual for the printer controller.



### 4.3 Paper Storage

Observe the following precautions when storing the paper.

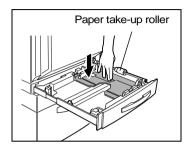
- Store the paper in a location that meets the following requirements: Not exposed to direct sunlight Not exposed to a flame
  - Not exposed to high humidity
  - Not extremely dusty
- Unwrapped paper should be stored in a plastic bag in a cool, dark location.
- Keep paper out of the reach of children.

Loading Paper

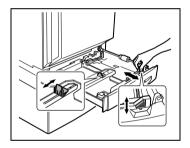
# 4.4 Loading Paper

#### **Loading Paper Into the 1st Drawer**

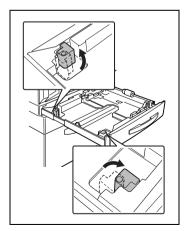
- 1 Pull out the paper drawer for the 1st drawer.
- Press down on the paper-lifting plate until it locks into place.
  - Has the paper take-up roller been touched?
  - → Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.



- 3 Slide the lateral guides to fit the size of paper to be loaded.
  - For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.

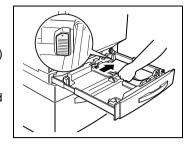


4 For "A3Wide" paper, adjust the trailing-edge guides as shown in the illustration.

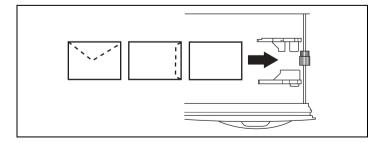


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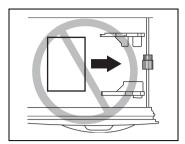
- 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up.
- 6 When making manual double-sided copies, load the paper so that the second side (the blank side) faces up.



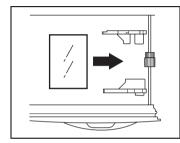
- ? Has the paper been loaded correctly?
  If the paper is not loaded correctly, a paper misfeed may occur.
- → Make sure that the paper is not curled when it is loaded.
- → Do not load so much paper that the top of the stack is higher than the ▼ mark.
- → Do not load more than 21 sheets of special paper.
- → When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- → Before loading envelopes, press them down to make sure that all air is removed, and the folds of the flaps are firmly pressed.
- → We recommend replenishing the paper only after all of the paper in the drawer has been used.
- ? Are postcards, or envelopes loaded?
- → After pressing down the envelopes to make sure that all air is removed and making sure that the folds of the flaps are firmly pressed, load the envelopes with the shorter side as the leading edge and with the side to be printed on facing up, as shown in the illustration.



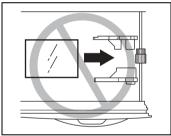
→ Do not load postcards or envelopes crosswise, as shown.



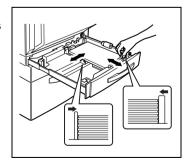
- ? Are overhead projector transparencies loaded?
- → When loading overhead projector transparencies, load them with the longer side as the leading edge as shown



→ Do not load overhead projector transparencies lengthwise.



- 7 If paper of a non-standard size has been loaded, slide the lateral guides against the edges of the loaded paper.
- 8 Close the paper drawer.

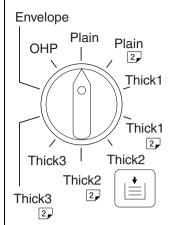


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- 9 Turn the media type selection dial to the setting for the type of paper loaded.
  - O Plain: Plain paper
  - O Plain :: Second side of a double-sided copy on plain paper. (During

manual double-sided copying)

- Thick1: Thick paper 1
- Thick 1 2 :
   Second side of a double-sided copy on thick paper 1. (During manual double-sided copying)
- O Thick2: Thick paper 2
- O Thick2 : Second side of a double-sided copy on thick paper 2. (During manual double-sided copying)
- O Thick3: Thick paper 3
- Thick3 :
   Second side of a double-sided copy on thick paper 3.
   (During manual double-sided copying)



- O Envelope: Envelopes
- O OHP: Overhead projector transparencies



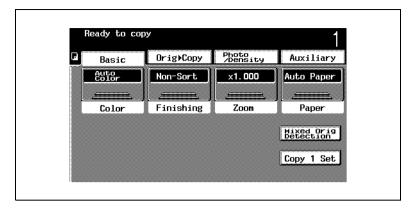
#### Tip

If postcards are loaded, set the media type selection dial to "Thick2".

If label sheets are loaded, set the media type selection dial to "Thick1".

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#### Setting the Paper Size for the 1st Drawer



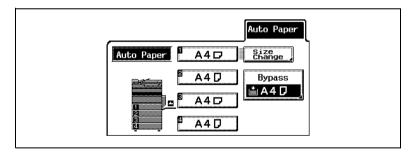
Since the size of the paper loaded into the 1st drawer is automatically detected, it is usually not necessary to set the paper size.

However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason or if non-standard size paper is loaded.

#### To set the paper size

1 Touch [Paper].

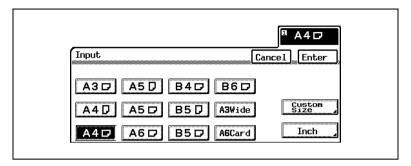
A screen that shows the specified paper size settings appears.



- 2 Select the 1st drawer.
- 3 Touch [Size Change].
  The Input screen appears.

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4 Select the setting for the size of paper that is loaded.

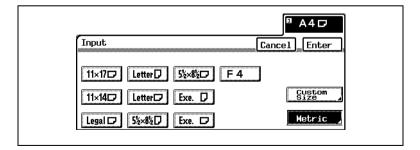


5 Touch [Enter].

The paper size for the 1st drawer is set.

#### To set a paper size in inch measurements

- Touch [Paper].
   A screen that shows the specified paper size settings appears.
- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Inch].
  The Input screen appears with paper sizes in inch measurements.
- 4 Select the setting for the size of paper that is loaded.



5 Touch [Enter].

The paper size for the 1st drawer is set.

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#### To set a non-standard (custom) paper size

If non-standard-sized paper is loaded, it will be necessary to enter the paper size.

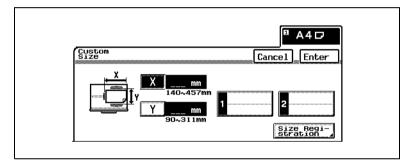
Touch [Paper].

A screen that shows the specified paper size settings appears.

- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Custom Size].

The Custom Size screen appears.

4 Make sure that "X" is selected.



5 Using the keypad, type in the length of side X for the paper that is loaded.

The entered length of side X appears.

- 6 Touch [Y].
- 7 Using the keypad, type in the length of side Y for the paper that is loaded.

The entered length of side Y appears.

- 8 Touch [Enter], and then touch [Enter] in the Input screen.
- 9 The paper size for the 1st drawer is set.

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#### To store a non-standard (custom) paper size

Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be quickly selected, without having to re-enter the setting.

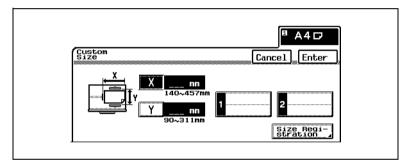
1 Touch [Paper].

A screen that shows the specified paper size settings appears.

- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Custom Size].

The Custom Size screen appears.

4 Make sure that "X" is selected.



5 Using the keypad, type in the length of side X for the paper that is loaded.

The entered length of side X appears.

- 6 Touch [Y].
- 7 Using the keypad, type in the length of side Y for the paper that is loaded.

The entered length of side Y appears.

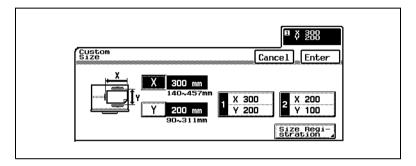
- 8 Touch [Size Registration].
- 9 Touch either [1] or [2].
- 10 Touch [Enter], and then touch [Enter] in the Input screen.

The custom paper size is stored.

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# To select a stored non-standard (custom) paper size

- 1 Touch [Paper].
  - A screen that shows the specified paper size settings appears.
- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Custom Size].
- 4 Touch either [1] or [2] to select the stored custom paper size.



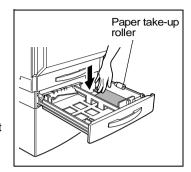
5 Touch [Enter], and then touch [Enter] in the Input screen.

The paper size for the 1st drawer is set.

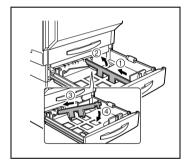
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## Loading Paper Into the 2nd Drawer or a Paper Feed Unit

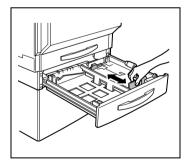
- 1 Pull out the paper drawer.
- 2 Press down on the paper-lifting plate until it locks into place.
  - ? Has the paper take-up roller been touched?
  - → Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.



3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.



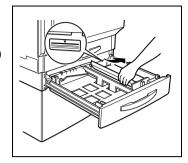
4 Slide the lateral guides to fit the size of paper to be loaded.



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- 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up.
  - Has the paper been loaded correctly?

If the paper is not loaded correctly, a paper misfeed may occur.



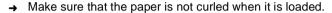
- → Make sure that the paper is not curled when it is loaded.
- → Do not load so much paper that the top of the stack is higher than the ▼mark.
- → Special paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- → When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer. If the paper is not aligned well, a paper misfeed may occur.
- → We recommend replenishing the paper only after all of the paper in the drawer has been used.
- 6 Close the paper drawer.

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#### Loading Paper Into the Large Capacity Cabinet

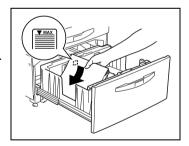
- 1 Pull out the paper drawer.
- 2 Load paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
  - ? Has the paper been loaded correctly?

If the paper is not loaded correctly, a paper misfeed may occur.



- → Do not load so much paper that the top of the stack is higher than the ▼mark.
- → Special paper cannot be fed from the large capacity cabinet. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- → When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- → We recommend replenishing the paper only after all of the paper in the drawer has been used.
- 3 Load paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
  - ? Has the paper been loaded correctly?

If the paper is not loaded correctly, a paper misfeed may occur.



- → Make sure that the paper is not curled when it is loaded.
- → Do not load so much paper that the top of the stack is higher than the ▼mark.
- → Special paper cannot be fed from the large capacity cabinet. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.

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- → The paper guide in the large capacity cabinet has been installed for A4 C-size paper. To use B5 C-size paper, consult your authorized service representative.
- → When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- → We recommend replenishing the paper only after all of the paper in the drawer has been used.

4 Close the paper drawer.

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#### "Specialty Paper" function (2nd, 3rd or 4th drawer)

The paper loaded into the 2nd, 3rd or 4th drawer can be specified as special paper.

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting "Auto Paper". (However, that paper will automatically be selected with the paper setting "Single Sided Only") This function is useful if special paper is loaded into a paper drawer.

For more details, refer to the advanced version of the User manual on the CD-ROM.

To set the "Specialty Paper" function

- 1 Press the [Utility] key.
- 2 Touch [User's Choice: 2].
- 3 Touch [Specialty Paper].
- 4 Select the paper drawer that you wish to set.
- 5 Select the desired special paper setting.

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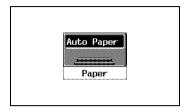
#### **Loading Paper Into the Manual Bypass Tray**

Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper.

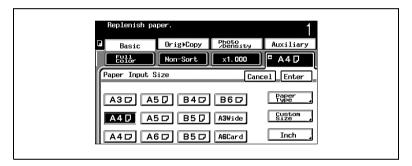
1 Touch [Paper].

A screen that shows the specified paper size settings appears.

2 Select the manual bypass tray.



3 The Paper Input Size screen appears.



Select the setting for the size of paper that is loaded.

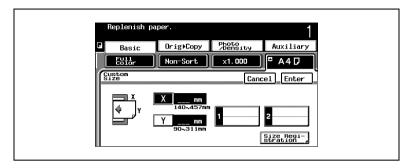
#### or

For paper sizes in inch measurements, touch [Inch] to display a screen containing inch paper size settings.

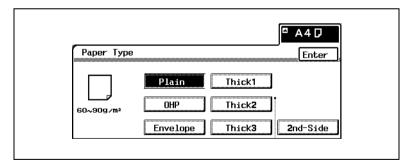
5 For a paper size other than the standard sizes listed on the screen, touch [Custom Size] to display a screen that allows you specify a size.

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6 Using the keypad, type in the length of side X for the paper that is loaded.



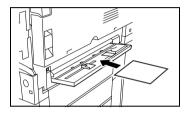
- 7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded.
- 8 Touch [Enter].
- 9 Touch [Paper Type].
  The Paper Type screen appears.
- 10 Select the setting for the type of paper that is loaded.
- 11 Touch [Enter].



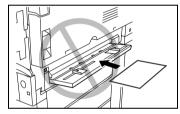
- 12 Open the manual bypass tray.
- 13 Prepare one sheet of the paper.

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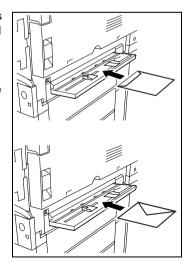
- 14 Load the paper into the manual bypass tray so that the front side of the paper (the side facing up when the package was unwrapped) faces down.
  - When making manual double-sided copies, load the paper into the manual bypass tray so that the second side (the blank side) faces down.
  - Copies will be made on the surface of the paper facing down when paper is loaded into the manual bypass tray.
  - Are A6 cards loaded?
  - → When loading A6 cards, load them with the shorter side as the leading edge, as shown



→ Do not load A6 cards crosswise, as shown.

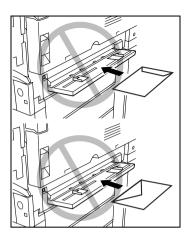


- Are envelopes loaded?
- → Before loading envelopes, press them down to make sure that all air is removed, and the folds of the flaps are firmly pressed. Load the envelopes with the shorter side as the leading edge and with the side to be printed facing down, as shown.

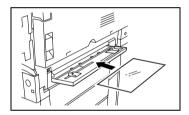


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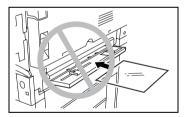
→ Do not load envelopes crosswise, as shown.



- ? Are Overhead Projector tranparencies loaded?
- → When loading Overhead Projector transparencies, load them with the longer side as the leading edge, as shown.



→ Do not load Overhead Projector transparencies lengthwise, as shown.



- **15** Adjust the paper guides to fit the size of paper that is loaded.
- 16 Lightly slide the paper into the feed slot as much as possible so that the edge of the paper is fed into the copier.
  - Feed only one sheet of paper at a time.

17 Copying can begin.

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# **5** Original Documents

# 5.1 Document Feeding

The document can be fed in one of two different ways. Be sure to position the document correctly according to the type of document being copied.

Document Feed Method	Features
Multi-sheet feeding	Using the duplexing document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is perfect for multi-page double-sided documents. See page 5-5.
Manual feeding	The document is placed directly on the original glass, then scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass). This method is best with books and other documents that cannot be fed through the duplexing document feeder. See page 5-10.

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## **Document Types**



#### Note

Be sure to use the document paper type appropriate for the feed method being used. If the correct paper type is not used, a paper misfeed or damage to the document may occur.

## Multi-sheet feeding (Plain paper)

	Single-sided documents	Double-sided documents			
Document paper type	Plain paper: 35 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (9-1/4 lbs. to 34 lbs.)	Plain paper: 50 g/m <sup>2</sup> to 110 g/m <sup>2</sup> (13-1/4 lbs. to 29-1/4 lbs.)			
Document paper size	A3 L, A4 L, A4 C, A5 L, A5 C, B4 L, B5 L, B5 C, B6 L, 11 in. × 15 in., 210 mm × 330 mm L, 203 mm × 330 mm L, 216 mm × 330 mm L, 220 mm × 330 mm L				
Paper capacity	100 sheets (80 g/m²)				
Orientation	Face-up, Normal direction				

#### Multi-sheet feeding (Thick paper)

	Single-sided documents
Document paper type	Plain paper: 129 g/m <sup>2</sup> to 210 g/m <sup>2</sup> (34-1/4 lbs. to 55-3/4 lbs.)
Document paper size	A3 L, A4 L, A4 C, A5 L, A5 C, B4 L, B5 L, B5 C, B6 L, 11 in. x 15 in., 210 mm x 330 mm L, 203 mm x 330 mm L, 216 mm x 330 mm L, 220 mm x 330 mm L
Paper capacity	38 sheets (210 g/m²)
Orientation	Face-up, Normal direction

# Multi-sheet feeding (Document of mixed sizes)

	Single-sided documents
Document paper type	Plain paper: 50 g/m <sup>2</sup> to 110 g/m <sup>2</sup> (13-1/4 lbs. to 29-1/4 lbs.)
Document paper size	Refer to the "Mixed originals paper sizes" table below.
Paper capacity	100 sheets (80 g/m <sup>2</sup> )
Orientation	Face-up, Normal direction

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# **Mixed Originals Paper Sizes**

Possible combinations for mixed original paper sizes

Document width >	A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
Document sizes								
A3 L	0	0	_	_	_	_	_	_
A4 C	0	0	_	_	_	_	_	_
B4 L	0	0	0	0	_	_	_	_
B5 C	0	0	0	0	_	_	_	_
A4 L	0	0	0	0	0	0	_	_
A5 C	-	_	0	0	0	0	_	_
B5 L	-	_	0	0	0	0	0	_
A5 L	_	_	_	_	_	_	0	0

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O: Possible
—: Not possible

#### **Document Precautions (Multi-Sheet Feeding)**

The following types of documents should not be used, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be fed manually.

- Rolled documents
- Wrinkled or torn documents.
- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Documents with binder holes (2 or 3 holes)
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents just after printed with this copier.

#### **Document Precautions (Manual Feeding)**

The following precautions should be observed when manually feeding the types of documents listed below. Handle the documents as described.

- For non-standard-sized documents: The document size cannot be detected automatically, therefore, the Paper setting "Auto Paper" and the Zoom setting "Auto Size" cannot be used. In the Basic screen, touch [Paper], and then select the appropriate paper size setting. For details on selecting the paper size, refer to page 3-9.
- For highly translucent or transparent documents, such as overhead projector transparencies or diazo photosensitive paper:
   The document size cannot be detected automatically. Place a blank sheet of paper of the same size as the document over the document.
- For thick objects, such as books: With thick books, the original cover, or the duplexing document feeder if it is installed, cannot be closed. Scan the document without closing the original cover or the duplexing document feeder. Do not place objects exceeding 2 kg on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged. (The original glass can withstand a weight of 2 kg.)

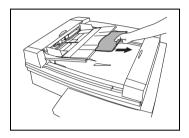
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# 5.2 Feeding the Document

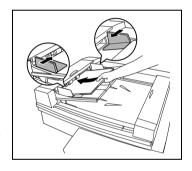
The duplexing document feeder feeds in, scans, then automatically feeds out each page in a multi-page document, one page at a time. The correct type of document must be loaded in order for the duplexing document feeder to function properly.

#### **Multi-Sheet Feeding**

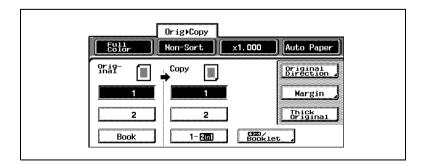
 If large-sized documents are to be loaded, pull out the document support.



- 2 Load the document face up in the document feed tray.
- 3 Slide the adjustable document guides to fit the size of the document.
- 4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.

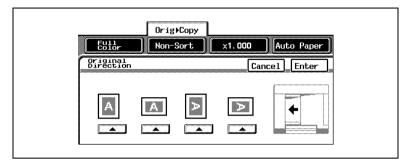


5 Touch [Orig▶Copy]. The Original▶Copy screen appears.



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6 Touch [Original Direction]. The Original Direction screen appears.



7 Select the setting appropriate for your document, and then touch [Enter].

If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

- Is the Original Direction selected?
  If the Original Direction setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.
- → Loaded crosswise: Portrait orientation



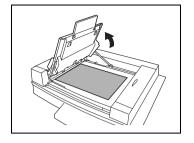
→ Loaded lengthwise: Landscape orientation



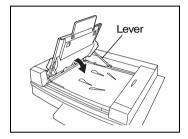
- 8 If documents printed on thick paper are loaded, touch [Thick Original].
- 9 Select the desired copy settings, and then press the [Start] key.
- 10 The documents are fed in, starting with the topmost document.
- 11 After the documents are scanned, they are fed out into the document output tray.

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- 12 When removing large-sized documents, carefully lift up the document feed tray (of the duplexing document feeder) as far as possible.
- **13** Remove the documents from the document output tray.



**14** Carefully lower the document feed tray.





#### CAUTION

Do not press on the lever at the rear of the copier.

→ When closing the document feed tray, do not press on the lever at the rear of the copier, otherwise the document feed tray may close quickly and pinch your hand.

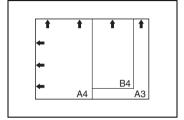
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#### To feed documents of mixed sizes

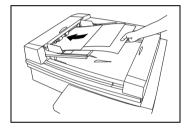
Documents of various standard-sized pages can be scanned and copied as a set using the duplexing document feeder.

The combinations of paper sizes that can be used with the "Mixed Orig Detection" function are shown below.

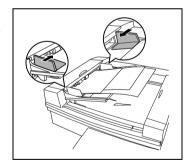
Stack the pages of the document face up as shown, making sure that all pages are aligned at the back edge and on the left side.



- 2 Slide the document guide at the front of the copier to the edge of the largest page.
- 3 Load the document so that all pages are aligned along the document guide toward the rear of the copier.

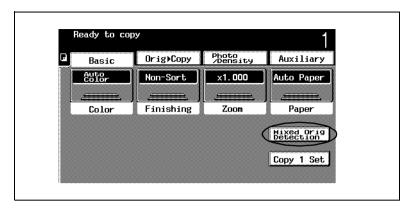


4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.



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5 In the Basic screen, touch [Mixed Orig Detection].



6 Select the desired copy settings, and then press the [Start] key.
The topmost page of the document is fed in and scanning begins.

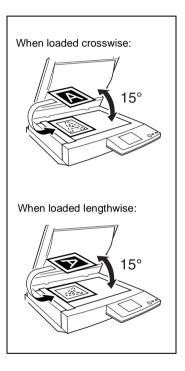
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#### Manual Feeding

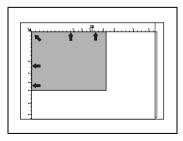
Place the document directly on the original glass, and then it is scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass).

This method is best with books and other documents that cannot be fed through the duplexing document feeder.

- Lift open the original cover, or the duplexing document feeder if it is installed
  - Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the document size will not be detected.
- 2 Position the document face down onto the original glass with the top of the document toward either the rear or the left side of the copier.



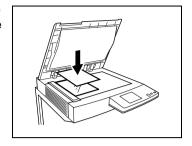
3 Align the document with the document scales.



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4 <For transparent or translucent documents>

Place a blank sheet of paper of the same size as the document over the document



5 <For bound documents spread over two facing pages, such as a book or magazine>

Position the top of the book toward the back of the copier, as shown.



#### NOTE

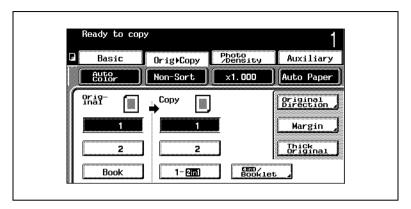
Do not place objects exceeding 2 kg on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

For thick books or large objects, make the copy without closing the original cover or duplexing document feeder. When the document is being scanned without closing the original cover or duplexing document feeder, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

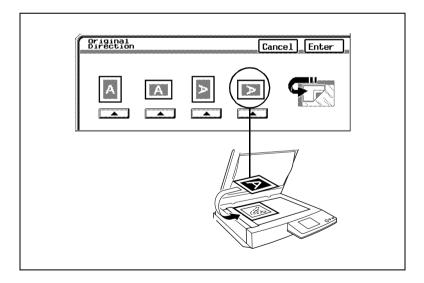
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7 Touch [Orig ▶ Copy].

The Original ▶ Copy screen appears.



- 8 Touch [Original Direction]. The Original Direction screen appears.
- 9 Select the setting appropriate for your document, and then touch [Enter].



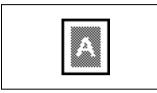
5-12 CF2002/CF3102

If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

Is the Original Direction selected?
If the Original Direction setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape

→ Loaded crosswise: Portrait orientation

orientation.



→ Loaded lengthwise: Landscape orientation



- 10 Select the desired copy settings, and then press the [Start] key.
- 11 Scanning of the document begins.
- 12 When using a mode where multiple documents are to be scanned, such as when making 2in1 copies, a message appears showing the job number.
- 13 To continue scanning, remove the document, position the next page of the document on the original glass, and then press the [Start] key.
- 14 When all of the document pages have been scanned, touch [Finish].
- 15 Press the [Start] key. The copy job is queued for printing.
- 16 Lift open the original cover, or the duplexing document feeder if it is installed, and then remove the document.
- 17 Close the original cover, or the duplexing document feeder if it is installed.

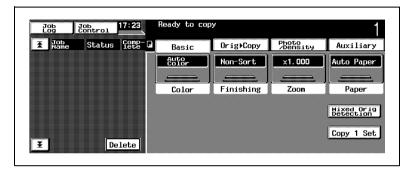
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5-14 CF2002/CF3102

# 6 Basic Operations

# 6.1 Making Copies

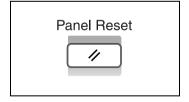
The procedure for making basic copies is described below.



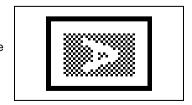
- Check that the [Copy] key indicator is lit in green and that the copier is in Copy mode.
  - O If the [Scan] key is lit in green, press the [Copy] key.



- 2 Press the [Panel Reset] key.
  - In order to prevent paper misfeeds, all copy modes and functions should be reset.

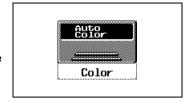


- 3 Position the document(s) to be copied.
  - O For details, refer to "Feeding the Document" on page 5-5.

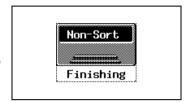


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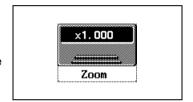
- 4 Make sure that the Color setting "Auto Color" is selected.
  - For details, refer to page 3-14 and the advanced version of the User manual on the CD-ROM



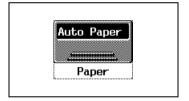
- Make sure that the Finishing setting "Non-Sort" is selected.
  - For details, refer to page 3-12 and the advanced version of the User manual on the CD-ROM.



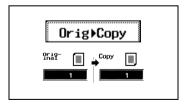
- 6 Make sure that the Zoom setting "x1.000" is selected.
  - For details, refer to page 3-7 and the advanced version of the User manual on the CD-ROM.



- 7 Make sure that the Paper setting "Auto Paper" is selected.
  - For details, refer to page 3-9 and the advanced version of the User manual on the CD-ROM.



- 8 Touch [Orig Copy].
  - Make sure that the single-sided original and the single-sided copy settings are selected.
  - For details, refer to p. 3-4 and the advanced version of the User manual on the CD-ROM.



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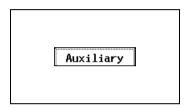
#### 9 Touch [Photo/Density].

- Make sure that the Photo/ Density setting "Text&Photo" is selected.
- Make sure that the standard (middle) Density setting is selected.
- For details, refer to page 3-10 and the advanced version of the User manual on the CD-ROM.

# Photopersity Text&Photo Density (1000000000)

## 10 Touch [Auxiliary].

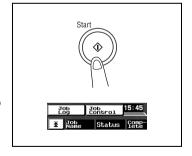
- Check that no functions are selected. No Auxiliary functions are used during basic copying.
- For details, refer to the advanced version of the User manual on the CD-ROM.



- 11 Make sure that the number of copies is set to "1".
  - To specify multiple copies, use the keypad to enter the desired number of copies. Up to 999 copies can be specified.

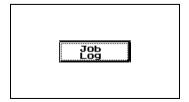


- 12 Press the [Start] key. The copy job appears in the job display.
  - Copying is performed in the order that the job was programmed.
  - If other jobs are being printed, the job will be queued (multi-job feature).



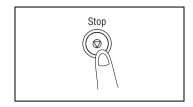
# 13 Touch [Job Log].

- The printing status of the programmed job and the job's settings can be viewed.
- For details, refer to the advanced version of the User manual on the CD-ROM.



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**14** To quit copying, press the [Stop] key.



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# 6.2 Practical Copy Examples

Examples of various basic copy operations are described below.

Refer to the following procedures for details on performing the various copy operations.



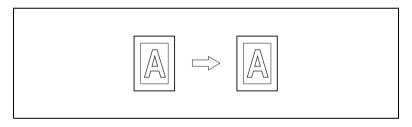
#### Note

These explanations assume that all functions, such as those available on the Utility screen, are set to their default settings.

If any function has been customized, it may not be possible to perform the operations as described below.

#### To make a copy that is the same size as the original

An example for making one single-sided copy that is the same size as the single-sided original is described below.

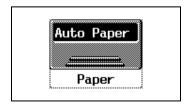


1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

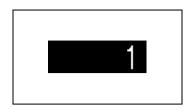
2 Touch [Paper].

Make sure that paper of the same size as the document is loaded into a paper drawer.



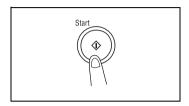
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3 Make sure that the number of copies is set to "1".



4 Press the [Start] key. The copy job appears in the job display.

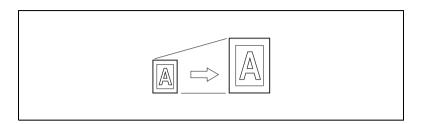
Copying is performed in the order that the job was programmed.



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#### To make an enlarged copy of the document

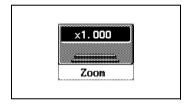
An example for making one single-sided A3-size enlargement from a single-sided A4-size original is described below.



1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Zoom].

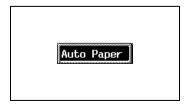


3 Touch [A4▶A3].



4 Touch [Paper].

Make sure that A3-size paper is loaded into a paper drawer.



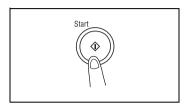
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5 Make sure that the number of copies is set to "1".



6 Press the [Start] key. The copy job appears in the job display.

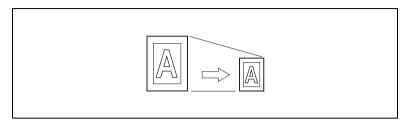
Copying is performed in the order that the job was programmed.



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#### To make a reduced copy of the document

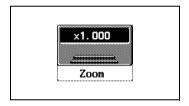
An example for making one single-sided A4-size reduction from a single-sided A3-size original is described below.



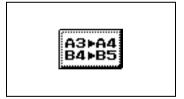
1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the left side of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Zoom].

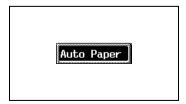


3 Touch [A3 ▶ A4].



4 Touch [Paper].

Make sure that A4-size paper is loaded into a paper drawer.



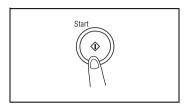
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5 Make sure that the number of copies is set to "1".



6 Press the [Start] key. The copy job appears in the job display.

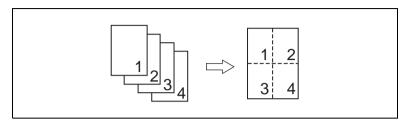
Copying is performed in the order that the job was programmed.



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#### To reduce paper use

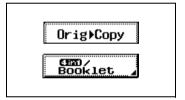
An example for copying four single-sided A4-size documents onto one single-sided A4-size page is described below.



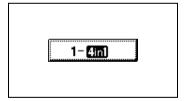
1 Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2 Touch [Orig ▶Copy], and then touch [4in1/Booklet].

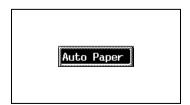


3 Touch [1-4in1], and then touch [Enter].



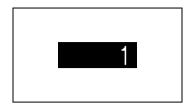
4 Touch [Paper].

Make sure that A4-size paper is loaded into a paper drawer.



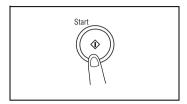
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5 Make sure that the number of copies is set to "1".



6 Press the [Start] key. The copy job appears in the job display.

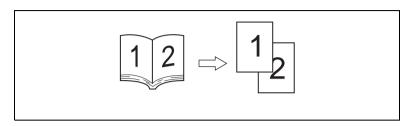
Copying is performed in the order that the job was programmed.



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#### To make copies from a book or magazine

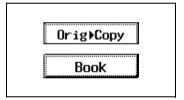
An example for making two separate single-sided A4 C-size copies from an open A4-size book is described below.



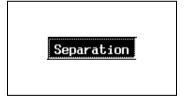
1 Position the book face down onto the original glass.

When positioning the document, position it so that the top is toward the rear of the copier. In addition, align the center of the book with the book mark on the document scale.

2 Touch [Orig ▶Copy], and then touch [Book].

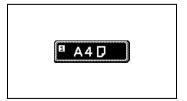


3 Make sure that [Separation] is selected, and then touch [Enter].



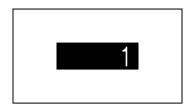
4 Touch [Paper].

Select the drawer loaded with A4 C paper.



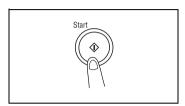
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5 Make sure that the number of copies is set to "1".



6 Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



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#### To copy a postcard

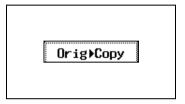
An example for making a single-sided copy from a single-sided postcard onto a postcard loaded into the manual bypass tray is described below.

1 Position the postcard document face down onto the original glass.

When positioning the document, position it so that the top is toward the rear of the copier.



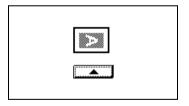
2 Touch [Orig ▶ Copy].



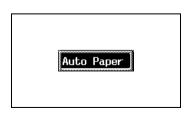
3 Touch [Original Direction].



4 Touch the setting for a document with the top pointing to the right.

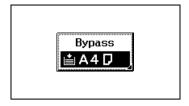


5 Touch [Paper].



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6 Select the manual bypass tray.



7 Touch [A6Card].

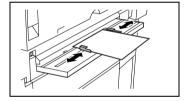
The "Thick2" Paper setting is automatically selected.

8 Prepare one postcard.

Load the postcard into the manual bypass tray with the top of the postcard entering the feed slot and the side to be printed onto facing down. (The side where the address is written should face up.)

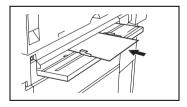
9 Adjust the paper guides to the size of the postcard.





10 Lightly slide the postcard into the feed slot as much as possible.

The postcard is fed in and copying begins.



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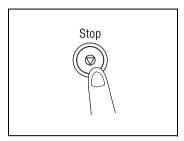
# 6.3 Stopping Printing

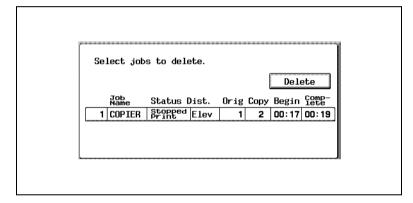
A job can be canceled while it is being printed.

To stop/restart/delete a print job

1 Press the [Stop] key while the job is being printed. The printing stops.

The message "Job has been stopped." appears.





- 2 To continue printing the job, press the [Start] key. Printing continues.
- 3 To delete a stopped print job, select the job that you wish to cancel, and then touch [Delete].
- 4 After touching [Delete], the message "Job has been done improperly. Check the record." appears. The job being printed is deleted.
- 5 Touch [Enter].

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# 7 Replacing Parts and Supplies

# 7.1 Replacing the Toner Cartridge

When toner is about to run out or empty, a warning message appears. When such a message appears, replace the toner cartridge according to your maintenance agreement.



#### NOTE

Do not replace the toner cartridge until the message indicating that it be replaced appears in the touch panel. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the touch panel.



#### CAUTION

Be careful not to spill toner inside the copier or get toner on your clothes or hands.

- → If your hands become soiled with toner, immediately wash them with soap and water.
- → If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.



#### CAUTION

#### Used toner cartridges

- → In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
- → Dispose of the used toner cartridge according to your local regulations.

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## WARNING

## Handling toner and the toner cartridge

→ Do not throw toner or the toner cartridge into a fire. Toner expelled from the fire may cause burns.

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#### To replace the toner cartridge

The procedure for replacing any of the toner cartridges (yellow (Y), magenta (M), cyan (C) or black (Bk)) is the same.

The following procedure describes the replacement of the yellow toner cartridge as an example.

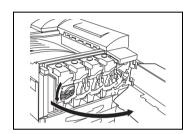


#### NOTE

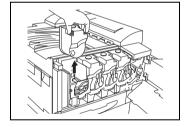
Be careful since the installation location of toner cartridges for other colors is different.

 Open the front door, and then turn counterclockwise the lever for the toner cartridge that you wish to replace.

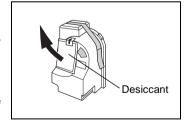
For example: If the yellow toner is empty, turn the lever for the yellow toner cartridge.



- 2 Pull out the empty toner cartridge.
  - In order to prevent the used toner cartridge from dirtying anything, keep it in the box.
  - Dispose of the used toner cartridge according to your local regulations.



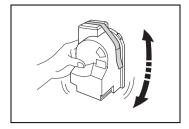
- 3 Prepare the new toner cartridge.
  - Make sure that the color of the toner cartridge is the same color as the lever.
  - Do not install the toner cartridge of a color different than the one that was removed, otherwise the machine may be damaged.



4 Remove the desiccant.

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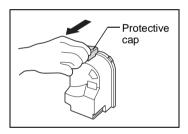
- 5 Shake the new toner cartridge well.
  - The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.



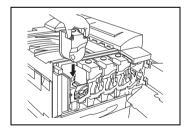
- 6 Peel off the tape.
  - Slowly remove the tape attached to the toner cartridge.
     If the tape is removed with too much force, toner may spurt out.



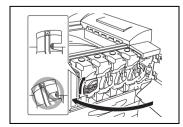
7 Remove the protective cap.



8 Position the toner cartridge as shown, and then insert it into its compartment.

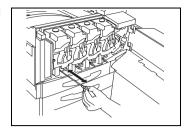


- 9 Turn the lever clockwise.
  - Make sure that the lever is fully turned, as shown, otherwise the front door cannot be closed.



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- 10 Slowly pull out the charger-cleaning tool as far as possible, and then slowly push in the charger-cleaning tool as much as possible.
  - O Repeat this step three times.
- 11 Securely insert each chargercleaning tool, and then close the front door.



 If the door cannot be closed securely, the lever may not be in its correct position. Make sure that the lever is fully turned.

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# 7.2 Replacing the Staple Cartridge

When finisher FN-116 or FN-8 is installed and is about to run out of staples, a warning message appears.

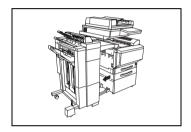


#### Note

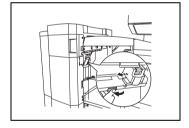
Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

#### To replace the staple cartridge for FN-116

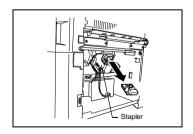
1 Slide the finisher away from the copier.



2 Turn the dial to the left in order to position the stapler at the center.



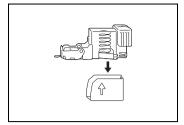
3 Pull the staple holder out toward you.



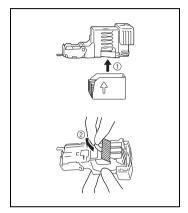
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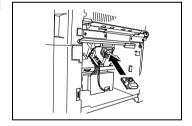
4 Remove the empty staple cartridge.



Insert the new staple cartridge into the staple holder, and then carefully pull out the stopper.



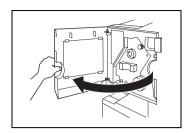
- 6 Insert the refilled staple holder until it locks into place.
- 7 Slide the finisher back against the copier.



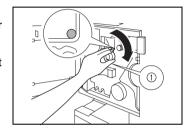
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## To replace the staple cartridge for FN-8

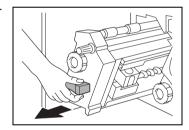
1 Open the front door of the finisher.



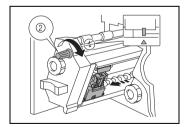
- 2 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.
  - O If the dial is turned too far, turn it counterclockwise to adjust it.



3 Slowly pull out the stapler unit as far as possible.

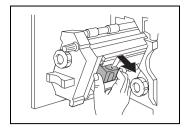


- 4 Turn dial ② clockwise until the staple cartridge moves to a position from where it can be removed.
  - If the dial is turned too far, turn it counterclockwise to adjust it.



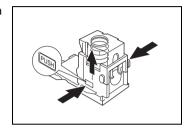
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Grasp both sides of the staple cartridge, lift up the staple cartridge, and then pull it out.

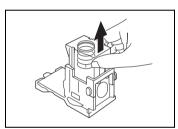


6 Press the button marked "PUSH" on the side of the staple cartridge.

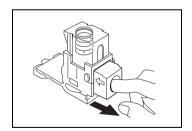
The staple case is released.



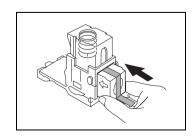
7 Pull up the staple case.



8 Remove the paper holder from the staple case.

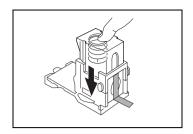


- 9 Refill the staple case with staples.
  - O Fully insert the staple case as far as possible.

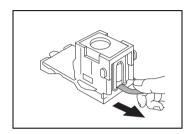


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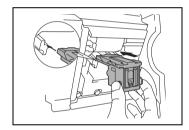
10 Press the staple case down.



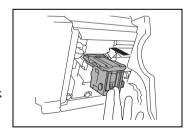
11 Peel off the tape from the staples.



12 Insert the staple cartridge, making sure the tabs on the cartridge slide along the rails in the compartment.



- 13 Fully insert the staple cartridge so that it locks into place.
  - O Check that the staple cartridge is firmly installed.
- **14** Carefully move the stapler unit back into its original position.
- 15 Close the front door.



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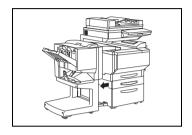
# 7.3 Empty the Hole Punch Waste Container

If the punch kit is installed in the finisher FN-8, the message "Remove Punch Scraps" will appear when the hole-punch waste container is full.

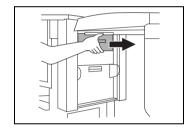
#### To empty the hole-punch waste container

Empty the hole-punch waste container, and then re-install it according to the following procedure.

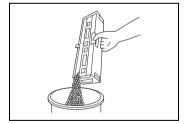
1 Slide the finisher away from the copier.



2 Pull out the hole-punch waste container.



- 3 Empty the container.
- 4 Insert the hole-punch waste container into its original position.
- 5 Slide the finisher back against the copier.



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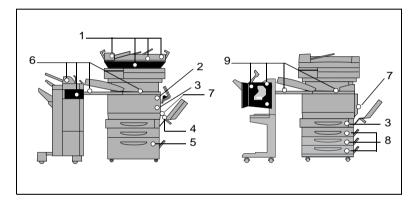
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# 8 Troubleshooting

# 8.1 Clearing Misfed Paper

Locations of Paper Misfeeds

- A flashing "O" indicates the location of the paper misfeed. In addition, a lit "O" indicates areas where paper may have been misfed and that should be checked.
- ♣ The procedure for clearing misfed paper differs depending on where the misfeed occurs. Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed according to the appropriate procedure.



Message	Description
1	A paper misfeed in the duplexing document feeder (p. 8-9)
2	A paper misfeed in the upper right-side door unit (p. 8-7)
3	A paper misfeed in the right-side door (p. 8-5)
4	A paper misfeed in the manual bypass tray (p. 8-2)
5	A paper misfeed in the large capacity cabinet (p. 8-4)
6	A paper misfeed in finisher FN-116 (option tray) (p. 8-11)
7	A paper misfeed in the duplex unit (p. 8-3)
8	A paper misfeed in a paper drawer (p. 8-3)
9	A paper misfeed in finisher FN-8 (p. 8-14)

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### To clear a paper misfeed in the manual bypass tray

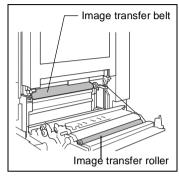


#### CAUTION

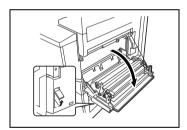
Decreased copy quality may result if the surface of the image transfer belt or the image transfer roller is touched.

→ Be careful not to touch the surface of the image transfer belt or the image transfer roller.

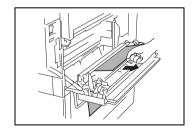




1 Pull up the lock release lever to open the right-side door.



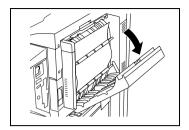
- 2 Carefully pull out the paper.
- 3 Close the right-side door.



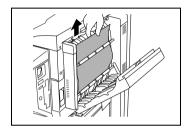
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## To clear a paper misfeed in the duplex unit

1 Open the duplex unit door.

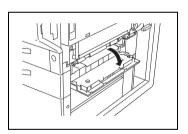


- 2 Carefully pull out the paper.
- 3 Close the duplex unit door.

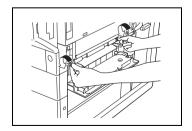


## To clear a paper misfeed in a paper drawer

1 Open the right-side door of the paper drawer indicated by the "O".

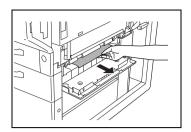


2 Turn the green wheels to feed the paper so that it can be easily removed.



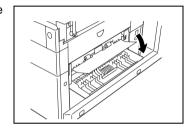
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- 3 Carefully pull out the paper.
- 4 Close the lower right-side door.
- 5 Pull out the paper drawer, and then remove any misfed paper.
- 6 Close the paper drawer.

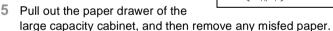


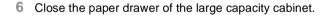
#### To clear a paper misfeed in the large capacity cabinet

1 Open the right-side door of the large capacity cabinet.



- 2 Turn the green dial in the direction of the arrow to feed out the paper.
- 3 Carefully pull out the paper.
- 4 Close the right-side door of the large capacity cabinet.







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#### To clear a paper misfeed in the right-side door

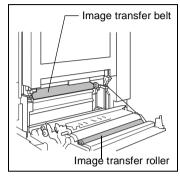


#### CAUTION

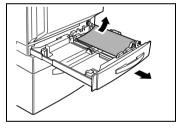
Decreased copy quality may result if the surface of the image transfer belt or the image transfer roller is touched.

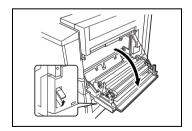
→ Be careful not to touch the surface of the image transfer belt or the image transfer roller.





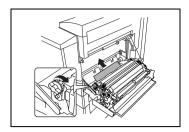
- Pull out the paper drawer being used, and then remove any paper remaining in the drawer.
- 2 Load the paper in the drawer again, and then close the drawer.
  - Be careful not to touch the surface of the paper take-up roller with your hands.
- 3 Pull up the lock release lever to open the right-side door.





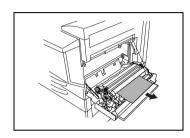
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4 Turn the knob on the inside of the right-side door clockwise to feed out the paper.



- 5 Pull out any paper caught in the image transfer roller section.
  - If the paper is caught as described below, contact your technical representative.

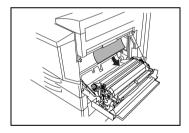
The paper is wrapped around the roller in the image transfer roller



The paper is folded or shredded by the roller in the image transfer roller.

The paper that was removed tore and remains n the fusing unit.

- 6 Pull out any paper caught in the fusing unit.
- 7 Open the right-side door, and then make sure that there is no paper in the fusing unit.



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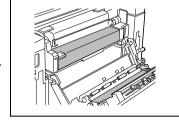
#### To clear a paper misfeed in the upper right-side door



#### **CAUTION**

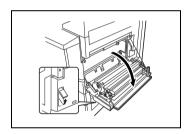
#### The area around the fusing unit is extremely hot.

→ Touching anything other than the indicated parts may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.

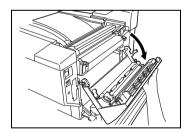




1 Pull up the lock release lever to open the right-side door.



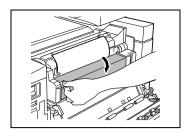
- 2 Grasp the upper right-side door as shown, and then carefully open the door completely while making sure to support it.
  - Be sure to support the door while carefully opening it, otherwise it may be damaged.
- While moving the green lever on the inside of the upper right-side door in the direction of the arrow, carefully pull out the paper.





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4 Grasp the tab on the left end of the fusing unit cover, and then swing the cover toward you to open it.

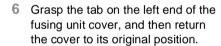


- 5 Pull out any paper caught in the fusing unit.
  - If the paper is caught as described below, contact your technical representative:

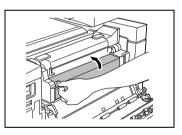
The paper is wrapped around the fusing unit.

The paper is folded or shredded by the fusing unit.





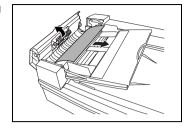
- 7 Close the upper right-side door.
- 8 Close the right-side door.



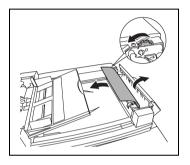
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#### To clear a paper misfeed in the duplexing document feeder

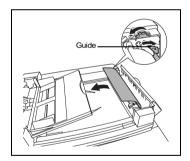
- 1 Open the left-side misfeed-clearing cover.
- 2 Carefully pull out any documents from the document feed tray.



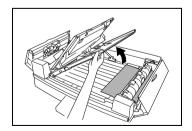
- 3 Open the right-side misfeedclearing cover.
- 4 Turn the dial counterclockwise to feed out any documents.
- 5 Carefully pull out any documents.



- 6 Open the guide.
- 7 Turn the dial to feed out any documents.
- 8 Carefully pull out the documents.

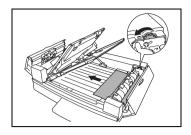


- 9 Carefully open the duplexing feed guide as far as possible.
  - Check that the guide remains securely open.

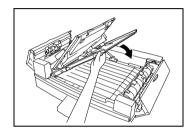


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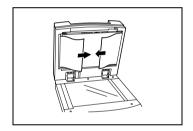
- 10 Turn the dial to feed out any documents.
- 11 Carefully pull out any documents.



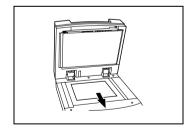
12 Close the duplexing feed guide.



13 Open the duplexing document feeder, and then carefully pull out any documents.

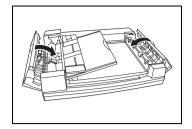


**14** Remove any documents on the original glass, and then close the duplexing document feeder.

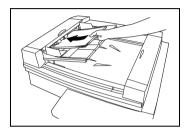


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**15** Close the left-side and right-side misfeed-clearing covers.



16 Reload the documents according to the instructions that appear on the touch panel.



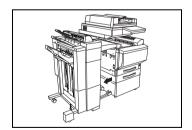
### To clear a paper misfeed in finisher FN-116



#### **CAUTION**

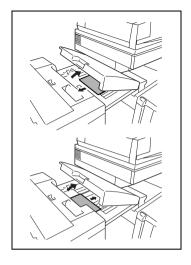
### Metallic parts on the inside of upper cover FN1 are very hot.

- → Touching anything other than the paper within the area around the fusing unit may result in burns.
- Slide the finisher away from the copier.

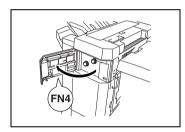


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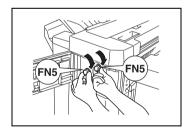
- 2 Open the horizontal transport unit cover, and then remove any paper.
- 3 Close the horizontal transport unit cover.



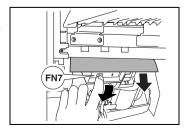
4 Open front door FN4.



5 Turn knobs FN5 clockwise at the same time.

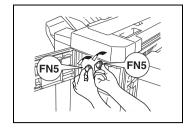


6 While holding the misfeed-clearing guide FN7 open, pull out any paper.

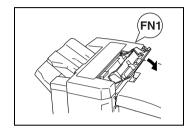


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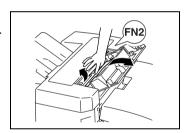
- 7 When the paper can be seen from the copy output tray, turn knobs FN5 counterclockwise at the same time to feed out any paper.
- 8 Close front door FN4.



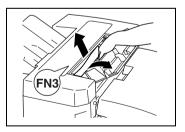
9 Open upper cover FN1.



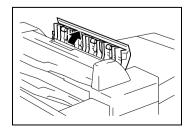
10 While holding misfeed-clearing guide FN2 open, pull out any paper.



- 11 While holding misfeed-clearing guide FN3 open, pull out any paper.
- 12 Close upper cover FN1.
  - O If the Option tray is not installed, skip to step 16.

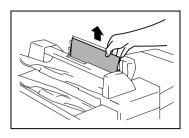


13 If the Option tray is installed:
Open the Option tray.

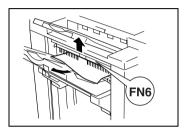


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- 14 Remove any misfed paper.
- 15 Close the Option tray.



- 16 While holding misfeed-clearing guide FN6 open, pull out any paper.
- 17 Slide the finisher back against the copier.

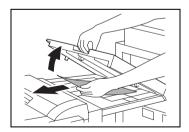


## To clear a paper misfeed in finisher FN-8

1 Slide the finisher away from the copier.

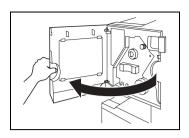


- 2 Open the cover of the horizontal transport unit.
- 3 Remove any paper, and then close the cover of the horizontal transport unit.

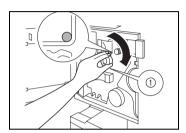


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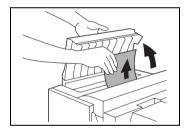
4 Open the front door of the finisher.



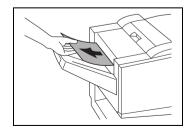
- 5 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.
  - O If the dial is turned too far, turn it counterclockwise to adjust it.
  - O If the message "Misfeed detected". appears, be sure to perform these steps. If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.



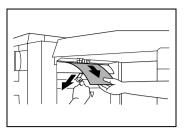
6 Open the upper door of the finisher, and then pull out any paper in the feed section.



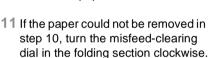
- 7 Close the upper door.
- 8 Pull out any paper fed into the output tray.



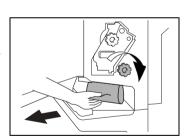
9 Open the feed guide for the finisher, and then remove any paper.



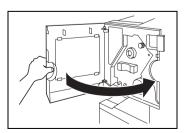
- 10 Open the transport guide, and then pull out any paper in the transport section.
  - If the paper cannot easily be pulled out, stop trying to pull it out.
  - Pulling out the paper with too much force may damage the folding unit.
  - If the paper cannot be pulled out easily, turn the misfeedclearing dial in the folding section as described in the following step, and then pull out the paper.

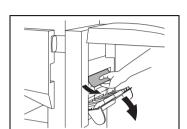


Feed the paper into the lower paper output tray, and then pull it out.



- 12 Close the front door of the finisher.
  - Be careful that your fingers are not pinched when the front door is closed.
- 13 Slide the finisher back against the copier.



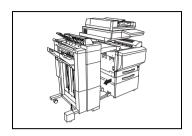


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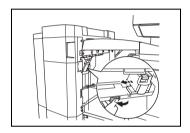
# 8.2 Clearing a Staple Misfeed

# To clear jammed staples in FN-116

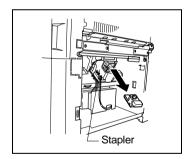
1 Slide the finisher away from the copier.



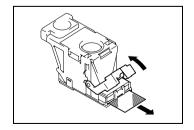
2 Turn the dial to the left in order to position the stapler at the center.



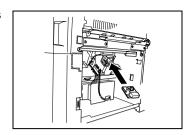
3 Pull the staple holder out toward you.



- 4 Push the staple holder guide up, and then pull out one sheet of staples.
- Move the guide back to its original position.



- 6 Insert the staple holder until it locks into place.
- 7 Slide the finisher back against the copier.
  - If stapling still cannot be performed, even after performing the above procedure, contact your technical representative.



## To clear jammed staples in FN-8



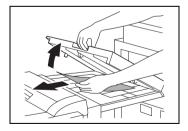
### **CAUTION**

### Stapler unit may be damaged

- → Do not pull out the paper in any other way than described below.
- 1 Slide the finisher away from the copier.

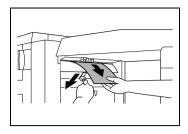


- 2 Open the cover of the horizontal transport unit.
- 3 Remove any paper, and then close the cover of the horizontal transport unit.

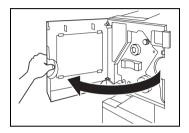


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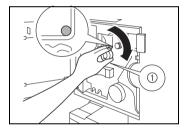
4 Open the feed guide for the finisher, and then remove any paper.

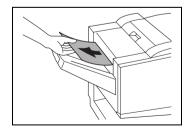


5 Open the front door of the finisher.

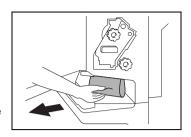


- 6 Turn misfeed-clearing dial ① clockwise until the removal indicator is completely blue.
  - If the dial is turned too far, turn it counterclockwise to adjust it.
  - O If the message "Staple mode cannot be used." appears, be sure to perform these steps. If the paper is pulled out with too much force without performing these steps, the finisher may be damaged.
- Pull out any paper fed into the output tray.



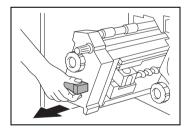


- 8 Open the transport guide, and then pull out any paper in the transport section.
  - If the paper cannot easily be pulled out, stop trying to pull it out. Pulling out the paper with too much force may damage the folding unit.
  - If the paper cannot be pulled out easily, turn the misfeedclearing dial in the folding section as described in the following step, and then pull out the paper.
- 9 Turn the misfeed-clearing dial in the folding section clockwise. Feed out into the lower output tray the paper that could not be fed out in step 8, and then pull out the paper.

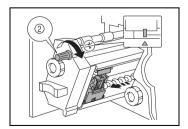




10 Slowly pull out the stapler unit as far as possible.

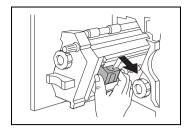


- 11 Turn misfeed-clearing dial ② clockwise until the cartridge removal indicators are aligned. The staple cartridge moves to a position from where it can be removed.
  - If the dial is turned too far, turn it counterclockwise to adjust it so the cartridge removal indicators are aligned.

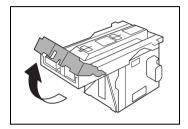


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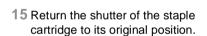
12 Grasp both sides of the staple cartridge, lift up the staple cartridge, and then pull it out.

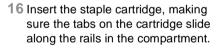


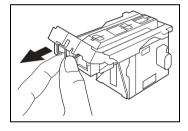
13 Swing open the shutter of the staple cartridge.

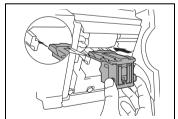


- 14 Pull out toward you the two staples jammed at the end of the staple cartridge.
  - Be sure to remove two staples, otherwise stapling cannot continue correctly.

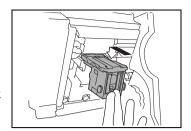








- 17 Fully insert the staple cartridge so that it locks into place.
  - O Check that the staple cartridge is firmly installed.
- **18** Carefully move the stapler unit back into its original position.
- 19 Close the front door.
- 20 Slide the finisher back against the copier.



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# 8.3 When the Print Quality Is Low

Symptom	Possible Cause	Remedy
The printed output is too light.	The copy density is set too light.	Select a darker setting for the "Density" parameter. (See p. 3-10 and the advanced version of the user manual on the CD-ROM)
	The paper is damp.	Replace the paper. (See p. 4-1)
The printed output is too dark.	The copy density is set too dark.	Select a lighter setting for the "Density" parameter. (See p. 3-10 and the advanced version of the user manual on the CD-ROM)
	The document is not pressed tight enough against the original glass.	Position the document so that it is pressed tightly against the original glass. (See p. 5-5)
The printed output is blurry.	The paper is damp.	Replace the paper. (See p. 4-1)
R	The document is not pressed tight enough against the original glass.	Position the document so that it is pressed tightly against the original glass. (See p. 5-5)
There are dark specks or spots throughout the printout.	The original glass is dirty.	Wipe the glass with a soft dry cloth.
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent.
	The original is very thin or highly translucent.	Place a blank sheet of paper over the document.
White or black lines on the printout.	A double-sided document is being copied.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Select a lighter setting for the "Background" parameter. (See p. 3-10 and the advanced version of the user manual on the CD-ROM)
	The electrostatic charger is dirty.	Use the charger cleaning tool to clean the electrostatic charger. (See the advanced version of the user manual on the CD-ROM)

Symptom	Possible Cause	Remedy
The edge of the printed output is dirty.	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent.
	The selected paper size is larger than the document (with Zoom set to "X 1.000").	Select a paper size that is the same size as the document. (See p. 6-5) Otherwise, set Zoom to "Auto Size" to enlarge the copy to the selected paper size. (See p. 3-7 and the advanced version of the user manual on the CD-ROM)
	The orientation of the document is different from the orientation of the paper (with Zoom set to "X 1.000").	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document.
	The copy was reduced to a size smaller than the paper (a CustomZoom setting was selected).	Select a zoom ratio that adjusts the document size to the selected paper size. (See p. 6-5) Otherwise, set Zoom to "Auto Size" to reduce the copy to the selected paper size. (See p. 3-7 and the advanced version of the user manual on the CD-ROM)
The image is not aligned properly on the paper.	The document is not positioned correctly.	Correctly position the document against the document width scale. (See p. 5-5) Correctly load the document into the duplexing document feeder, and then slide the document guides against it. (See p. 5-5)
	The document is not positioned correctly in the duplexing document feeder.	Open the duplexing document feeder, and correctly position the document against the document width scale. (See p. 5-5)
	The original glass is dirty (while using the duplexing document feeder).	Wipe the glass with a soft dry cloth.
	The document guides are not positioned along the edges of the paper.	Slide the document guides against the edges of the paper.
	Curled paper was loaded into the paper drawer.	Flatten the paper before loading it.

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# 8.4 When the Copier Is Not Operating Correctly

Symptom	Possible Cause	Remedy	
Nothing appears on the touch panel.	If only the indicator on the [Start] key is lit, the copier is in Energy Saver mode.	Press any key to cancel Energy Saver mode.	
	The contrast control knob for the touch panel has been set either too light or too dark.	While looking at the touch panel, adjust the contrast control knob. (See p. 3-33)	
	The scanner power cord or the interface cable are disconnected.	Set the power switch for the copier to "O", and then reconnect the scanner power cord and the interface cable.	
The indicator on the [Start] key does not light up in green.	An access code has not been entered.	Enter the access code. (See the advanced version of the user manual on the CD-ROM)	
Even though the [Start] key is pressed, no copies are made	The copy/print job is queued for printing.	Touch [Job Log] to check the jobs that are queued. Wait until printing begins.	
	The copier is still warming up after just being turned on.	The copier takes about 5 minutes to warm up after it is turned on. Wait until the copier has finished warming up.	
	The copier is malfunctioning	Follow any messages that appear on the touch panel.	
Keys on the control panel do not respond.	If the indicator on the [Interrupt] key is lit, the copier is in Interrupt mode.	Press the Interrupt key to cancel the mode.	
	Interrupt =+⁄		
The copier cannot be turned on.	The power supply cord may have been unplugged from the electrical outlet.	Plug the power supply cord into an electrical outlet.	
	The room's circuit breaker was tripped.	Close the room's circuit breaker.	

# 8.5 Touch Panel Messages

Message	Cause	Remedy	
Original left on the Glass.	The document was left on the original glass.	Remove the document from the original glass.	
Matching paper size is not available. Reselect the paper size.	Paper of a suitable size is not loaded in a paper drawer.	Either select a different copy size or manually feed paper of a suitable size.	
Original's size cannot be detected. Reselect the paper size.	(1) The document is not positioned correctly. (2) A document with an unspecified size or with a size too small to be detected is loaded.	<ul><li>(1) Position the document correctly.</li><li>(2) Select the correct paper size.</li></ul>	
This mode cannot be selected with the XXXXXX.	Functions that cannot be used together are selected.	Make copies using only one of the functions.	
The Exit Tray has reached its capacity.	Since the maximum amount of copies for the indicated finisher output tray has been exceeded, the copier is unable to make copies.	Remove all copies from the indicated tray.	
Please input your 4-digit Access# and press the Access key.	Access codes have been specified. Copies cannot be made unless a specified access code is entered.	Enter your access code. (See the advanced version of the user manual on the CD-ROM)	
Your account has reached its maximum allowance.	The limit on the number of copies that can be made has been reached.		
Section -> is open. Close it properly.	Since a copier door or cover is open or an option is not installed correctly, the copier is unable to make copies.	Make sure that all doors and covers are closed and that all options are installed correctly.	
Please insert the Fusing Unit and close all doors.	The fusing unit is not installed correctly.	Reinstall the supplies or parts, or contact your	
Install the CF toner cartridge, and then move the lever to the correct position.	The indicated toner cartridge is not installed correctly.	technical representative.	
Please insert the Waste Toner Bottle and close all doors.	The waste-toner bottle is not installed correctly.		
Please insert the Image Transfer Belt Unit and close all doors.	The image transfer belt unit is not installed correctly.		
Replenish paper.	The indicated drawer has ran out of paper.	Load paper into the indicated drawer. (See "Loading Paper" on page 4-1.	
CF Toner cartridge (X) needs to be replaced soon.	The toner for the indicated color is about to run out.	Replace the toner cartridge according to your maintenance agreement (p. 7-1).	

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Message	Cause	Remedy
Replace Staple Cartridge X.	The staples have run out.	Replace the staple cartridge. (p. 7-6)
Re-insert the following# of originals:	After clearing a paper misfeed, it is necessary to reload the documents that have already been fed through the document feeder.	Load the indicated document pages into the document feeder.
Malfunction detected. Call your Technical Rep. and provide code:	The copier malfunctioned and is unable to make copies.	Inform your technical representative of the code displayed on the touch panel.
Replace the CF toner cartidge. Open the front door and follow the instructions.	Toner is empty. Copies can no longer be made.	Replace the toner cartridge according to your maintenance agreement (p. 7-1).
Misfeed detected	A flashing "O" indicates the location of a paper misfeed.	Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed (p. 8-1).
Staple Mode cannot be used	Staples are jammed in Finisher FN-116 or FN-8.	Clear the jammed staples (p. 8-17).
Remove Punch Scraps	Hole-Punch waste container is full.	Empty the hole punch waste container (p. 7-11).
(Inspection Mark in the lower left side of the basic screen)	The image stabilization or printing or scanning functions of the copier have become unstable.	Touch the inspection mark in order to show the Machine Status screen. Contact your technical representative and inform them of the numbers (e.g. "P-7") shown in the Machine status screen.
XXXX needs to be replaced soon.  Please have the XXXX changed soon.	It is almost time to replace supplies or a part. About 1,000 copies can be made with the old supplies or part before the copier stops operating.	Prepare the new supplies or part.

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# 9 Appendix

# 9.1 Specifications

# Copier CF2002/CF3102

Specification	
Туре	Desktop
Platen	Stationary
Photo conductor	OPC
Copying system	Dry-type electrophotographic method
Developing system	MTHG developing method
Fusing system	Belt-fixing
Resolution	Scanning: 600 dpi, Printing: 600 dpi × 1800 dpi equivalent
Document	Types: Sheets, books, and other three-dimensional objects Size: Maximum A3 Weight: 2 kg
Paper types	Plain paper (64 to 90 g/m²), thick paper 1* (91 to 150 g/m²), thick paper 2* (151 to 209 g/m²), thick paper 3* (210 to 256 g/m²), overhead projector transparencies*, postcards*, envelopes*, label sheets* * Can only be fed through the 1st drawer or the manual bypass tray.
Paper sizes	1st drawer     A3 Wide to A6 L     (Width: 90 to 311 mm, Length: 140 to 457 mm)     2nd drawer     A3 L to B5 C/L     Manual bypass tray     (Width: 90 to 311 mm, Length: 140 to 457 mm)
Paper capacity	1st drawer     250 sheets (when using 80 g/m² Plain paper)     2nd drawer     500 sheets (when using 80 g/m² Plain paper)     Manual bypass tray     1 sheet (plain paper, thick paper 1, thick paper 2, thick paper 3, overhead projector transparency, or postcard)
Warm-up time	Less than 5 minutes at room temperature (20°C)
Lost image	Leading edge: 5 mm (1/4 in.) Trailing edge: 3 mm (1/8 in.) Rear edge: 3 mm (1/8 in.) Font edge: 3 mm (1/8 in.)

Specification	
First copy (CF2002)	Full color: Less than 14.1 seconds Black: Less than 7.9 seconds (for A4 C paper loaded into the 1st drawer)
First copy (CF3102)	Full color: Less than 9.9 seconds Black: Less than 7.9 seconds (for A4 C paper loaded into the 1st drawer)
Copy speed (CF2002)	Full color/Black: A4 C: 20 sheets/min. B4 L: 12 sheets/min. A3 L: 10 sheets/min.
Copy speed (CF3102)	Full color/Black: A4 C: 31 sheets/min. B4 L: 18 sheets/min. A3 L: 15 sheets/min.
Magnification ratios	<ul> <li>Full size: × 1.000</li> <li>Enlargement ratios: × 1.154, × 1.414 and × 2.000</li> <li>Reduction ratios: × 0.816, × 0.707, × 0.500, minimal (× 0.930)</li> <li>Zoom ratios: × 0.250 to × 4.000 (in × 0.001 increments), and 3 memory zoom ratios</li> </ul>
Multiple copies	1 to 999 sheets
Density control	Automatic and manual
Power requirements	220-240 V: 10 A 50/60 Hz
Power consumption	Less than 1.5 kW
Dimensions	Scanner: 589 mm (width) $\times$ 730 mm (depth) $\times$ 152 mm (height) Printer: 596 mm (width) $\times$ 730 mm (depth) $\times$ 571 mm (height)
Space requirements	642 mm (width) × 792 mm (depth) (with the copier stand installed)
Memory	Optional (M128-2)
Weight	Scanner: 19.5 kg Printer: 85 kg (with all four imaging units installed)
First copy	Full color: Less than 15 seconds Black: Less than 12 seconds (for A4 C paper loaded into the 1st drawer)

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# **Duplex Unit AD-14**

Specification	
Paper type	Plain paper (64 to 90 g/m <sup>2</sup> )
Paper size	A3 Wide L, A3 L, B4 L, A4 L/C, B5 L/C
Power requirements	Supplied by copier
Power consumption	Less than 17 W
Dimensions	139 mm (width) × 440 mm (depth) × 365 mm (height)
Weight	About 3.1 kg

# **Duplexing Document Feeder AFR-18**

Specification	
Document feed methods	Plain paper: Single-sided and double-sided documents Thick paper: Plain paper 129 to 210 g/m <sup>2</sup> "Mixed Orig Detection" function: Various sizes of single-sided and double-sided documents
Document paper type	Single-sided: 50 to 110 g/m <sup>2</sup> Double-sided or "Mixed Orig Detection" function: 64 to 90 g/m <sup>2</sup>
Document paper size	Single-sided/double-sided documents: A3 L to A5 L Mixed document sizes: Refer to Table 1.
Capacity of document feeder	Single-sided/double-sided documents: Less than 50 sheets (80 g/m²) Mixed document sizes: Less than 50 sheets (80 g/m²)
Power requirements	Supplied by copier
Power consumption	Less than 60 W
Dimensions	586 mm (width) $\times$ 519 mm (depth) $\times$ 135 mm (height) (not including the document output tray)
Weight	Less than 13 kg

Table 1: Possible combinations for mixed original paper sizes

Document width ÆØ Document sizes	A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
A3 L	0	0	_	_	_	_	_	
A4 C	0	0	_	_	_	_	_	_
B4 L	0	0	0	0	_	_	_	_
B5 C	0	0	0	0	_	_	_	_
A4 L	0	0	0	0	0	0	_	_
A5 C	0	0	0	0	0	0	_	_
B5 L	_	_	0	0	0	0	0	_
A5 L	_	_	_	_	_	_	0	0

O: Available

-: Not Available

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# Paper Feed Unit PF-118

Specification	
Paper type	Plain paper (64 to 90 g/m <sup>2</sup> )
Paper size	A3 L, B4 L, A4 L/C, B5 L/C
Paper capacity	500 sheets (80 g/m²)
Power requirements	Supplied by copier
Power consumption	Less than 15 W
Dimensions	535 mm (width) × 568 mm (depth) × 127 mm (height)
Weight	About 8.5 kg

# Large Capacity Cabinet PF-121

Specification	
Paper type	Plain paper (64 to 90 g/m <sup>2</sup> )
Paper size	A4 C, B5 C
Paper capacity	2,500 sheets (80 g/m²)
Power requirements	Supplied by copier
Power consumption	Less than 45 W
Dimensions	535 mm (width) × 568 mm (depth) × 284 mm (height)
Weight	About 17.0 kg

# Finisher FN-8

Specification	
Output trays	Paper output tray and lower paper output tray
Settings	Normal functions: "Non-sort", "Sort", "Sort"/"Staple" and "Saddle Staple" settings Hole-punch functions: "Non-sort"/"Punch", "Sort"/ "Punch" and "Sort"/"Staple"/"Punch" settings
Paper type	Paper output tray: "Non-sort" setting: Plain paper (64 to 90 g/m²), thick paper 1(91 to 150 g/m²), thick paper 2 (151 to 209 g/m²), thick paper 3 (210 to 256 g/m²), postcards, envelopes, label sheets, overhead projector transparencies "Sort" and "Sort"/"Staple" settings: Plain paper (64 to 90 g/m²)  Lower paper output tray: Plain paper (64 to 90 g/m²)
Paper size	Paper output tray: "Non-sort" setting: A4 L/C, A3 L, A3 Wide L "Sort" setting: A4 L/C, A3 L "Sort"/"Staple" setting: A4 L/C, A3 L "Punch" setting: A4 C, A3 L Lower paper output tray: A4 L, A3 L
Paper capacity	Paper output tray: Plain paper (64 to 90 g/m²): 1,000 sheets of A4 L-size paper or smaller, or 500 sheets of B4 L-size paper or large Thick paper 1, 2 and 3 (91 to 256 g/m²): Maximum 20 sheets; Postcards/envelopes/overhead projector transparencies/label sheets: Maximum 20 sheets  Lower paper output tray: 10 copies (6 to 10 bound pages) 20 copies (2 to 5 bound pages)
"Staple" setting	Paper sizes (no. of bound pages): A4 L/C, A3 L (Densely printed paper: 2 to 20 sheets)
"Punch" setting	Paper sizes: A4 C, A3 L Number of punched holes: 4
Power requirements	Supplied by copier (Punch kit: supplied by finisher)
Power consumption	Less than 65 W
Dimensions	601 mm (width) × 603 mm (depth) × 933 mm (height)
Weight	About 41.6 kg (including the horizontal transport unit)
Accessories	1 staple cartridge (5,000 staples for 50 sheets)

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# Finisher FN-116

Specification	
No. of bins	Non-sort tray, Elevated tray
Settings	When copying: "Non-sort" setting When printing: "Non-sort", "Sort", "Group" and "Staple" settings
Paper type	Non-sort tray: "Non-sort" setting: Plain paper (64 to 90 g/m²), Thick 1 (91 to 150 g/m²), Thick 2 (151 to 209 g/m²), Thick 3 (210 to 256 g/m²), overhead projector transparencies, postcards, envelopes, and label sheets Elevated tray "Sort"/"Group" settings: Plain paper (64 to 90 g/m²) "Staple" setting: Plain paper (64 to 90 g/m²)
Paper size	Non-sort tray: A4 L/C, A3 L, A3 Wide L Elevated tray: A4 L/C, A3 L
Paper capacity	Non-sort tray: Plain paper (80 g/m²): Maximum 250 sheets Thick paper: Maximum 20 sheets Overhead projector transparencies: postcards, envelope, label sheets: Maximum 20 sheets Elevated tray: Plain paper (80 g/m²): Maximum 1,000 sheets A4 L-size paper or smaller; Maximum 500 sheets B4 L-size paper or larger
"Staple" setting	Paper size: A3 L, A4 L/C Number of sheets bound: 2 to 30 sheets (2 to 20 sheets with densely printed paper)
Power requirements	Supplied by copier
Power consumption	Less than 63 W
Dimensions	538 mm (width) $\times$ 637 mm (depth) $\times$ 978 mm (height)
Weight	About 38.1 kg (including the horizontal transport unit)
Accessories	1 staple cartridge (3,000 staples)

# **Option Tray**

Specification	
Setting	Option Tray
Paper type	Plain paper (64 to 90 g/m²): Thick 1 (91 to 150 g/m²), Thick 2 (151 to 209 g/m²), Thick 3 (210 to 256 g/m²), overhead projector transparencies, postcards, envelopes, and label sheets
Paper size	A4 L/C, A3 L
Paper capacity	A4 C: 100 sheets, Except A4 C: 50 sheets
Dimensions	341 mm (width) × 527 mm (depth) × 149 mm (height)
Weight	About 1.75 kg

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# 9.2 Paper Size and Zoom Ratio Tables

# Paper Sizes

Paper Format	Metric Size	English Size
A3 Wide	311 mm × 457 mm	12-1/4 in. × 18 in.
A3	297 mm × 420 mm	11-3/4 in. × 16-1/2 in.
A4	210 mm × 297 mm	8-1/4 in. × 11-3/4 in.
A5	148 mm × 210 mm	5-3/4 in. × 8-1/4 in.
A6	105 mm × 148 mm	4-1/4 in. × 5-3/4 in.
B4	257 mm × 364 mm	10 in. × 14-1/4 in.
B5	182 mm × 257 mm	7-1/4 in. × 10 in.
B6	128 mm × 182 mm	5 in. × 7-1/4 in.

Paper Format		English Size	Metric Size
Ledger		11 in. × 17 in.	279 mm × 432 mm
11 in. × 14 in.		11 in. × 14 in.	279 mm × 356 mm
Computer		10-1/8 in. × 14 in.	257 mm × 356 mm
10 in. × 14 in.		10 in. × 14 in.	254 mm × 356 mm
9-1/4 in. × 14 in.		9-1/4 in. × 14 in.	236 mm × 356 mm
Legal		8-1/2 in. × 14 in.	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 in. × 13 in.	216 mm × 330 mm
Foolscap		8 in. × 13 in.	203 mm × 330 mm
Foolscap		8-2/3 in. × 13 in.	220 mm × 330 mm
Foolscap	Folio	8-1/4 in. × 13 in.	210 mm × 330 mm
8-1/4 in. × 11-3/4 in.		8-1/4 in. × 11-3/4 in.	210 mm × 301 mm
Letter		8-1/2 in. × 11 in.	216 mm × 279 mm
Government Letter		8 in. × 10-1/2 in.	203 mm × 267 mm
Quarto		8 in. × 10 in.	203 mm × 254 mm
Statement	Invoice	5-1/2 in. × 8-1/2 in.	140 mm × 216 mm
4 in. × 6 in.		4 in. × 6 in.	102 mm × 152 mm

# **Zoom Ratios**

Metric Sizes			
Document Paper Size	Desired Paper Size	Zoom Ratio	
A3 297 mm × 420 mm 11-3/4 in. × 16-1/2 in.	A4	× 0.707	
	A5	× 0.500	
	B4	× 0.866	
	B5	× 0.610	
A4	A5	× 0.707	
210 mm × 297 mm 8-1/4 in. × 11-3/4 in.	A6	× 0.500	
	B5	× 0.866	
	B6	× 0.610	
	A3	× 1.414	
	B4	× 1.224	
A5	A6	× 0.707	
148 mm × 210 mm 5-3/4 in. × 8-1/4 in.	B6	× 0.866	
	A4	× 1.414	
	A3	× 2.000	
	B4	× 1.733	
	B5	× 1.224	
A6	A4	× 2.000	
105 mm × 148 mm 4-1/4 in. × 5-3/4 in.	A5	× 1.414	
	B5	× 1.733	
	B6	× 1.224	
B4	A4	× 0.816	
257 mm × 364 mm 10 in. × 14-1/4 in.	A5	× 0.577	
	B5	× 0.707	
	B6	× 0.500	
	A3	× 1.154	
B5	A5	× 0.816	
182 mm × 257 mm 7-1/4 in. × 10 in.	A6	× 0.577	
	B6	× 0.707	
	A3	× 1.640	
	A4	× 1.154	
	B4	× 1.414	

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Metric Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
B6 128 mm × 182 mm 5 in. × 7-1/4 in.	A6	× 0.816
	A4	× 1.640
	A5	× 1.154
	B4	× 2.000
	B5	× 1.414



English Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
Ledger 11 in. × 17 in. 279.4 mm × 431.8 mm	11 in. × 14 in.	× 0.823
	Legal	× 0.722
	Foolscap	× 0.764
	Letter	× 0.647
	Invoice	× 0.500
11 in. × 15 in.	11 in. × 14 in.	× 0.933
279.4 mm × 381 mm	Legal	× 0.772
	Foolscap	× 0.772
	Letter	× 0.733
	Invoice	× 0.500
11 in. × 14 in.	Legal	× 0.772
279.4 mm × 355.6 mm	Foolscap	× 0.772
	Letter	× 0.772
	Invoice	× 0.500
Legal 8-1/2 in. × 14 in. 215.9 mm × 355.6 mm	Foolscap	× 0.928
	Letter	× 0.785
	Invoice	× 0.607
	11 in. × 17 in.	× 1.214
Foolscap	Letter	× 0.846
-1/2 in. × 13 in. 15.9 mm × 330.2 mm	Invoice	× 0.647
	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.076
etter	Invoice	× 0.647
3-1/2 in. × 11 in. 215.9 mm × 279.4 mm	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.272
nvoice	11 in. × 17 in.	× 2.000
5-1/2 in. × 8-1/2 in.   39.7 mm × 215.9 mm	11 in. × 14 in.	× 1.647
	Legal	× 1.545
	Foolscap	× 1.529
	Letter	× 1.294

<sup>\*</sup> Zoom ratio = Paper size/Document size 1 in. (inch) = 25.4 mm 1 mm = 0.0394 in. (inch)

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## 9.3 Consumables

In order to maintain the condition of this machine, the following consumables are needed.

For best copy quality, we recommend that the specified supplies be used.

For information on or for purchasing supplies, contact your nearest technical representative.

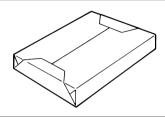
### **Paper**

In addition to plain paper, thick paper, A3 Wide paper and overhead projector transparencies are also available.



#### Note

In order to protect unwrapped paper from humidity, keep it in a plastic bag and stored in a cool, dark location.



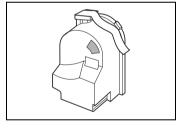
### **Toner Cartridges**

Cartridges for cyan, magenta, yellow and black toner are available.



#### Note

Only use toner that has been manufactured specifically for this copier.



Do not throw away the used toner cartridges. Instead, keep them in their boxes to be collected by your service representative.

### Staple Cartridges

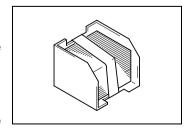
#### FN-116

Staples for staple binding.

3,000 staples are provided in the staple cartridge.

#### FN-8

Staples for staple binding. 5,000 staples are provided in the staple cartridge.



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